

HANDBOOK  
OF  
QUALITY-STANDARD  
PAPERS





Class TJ12.0

Book A5

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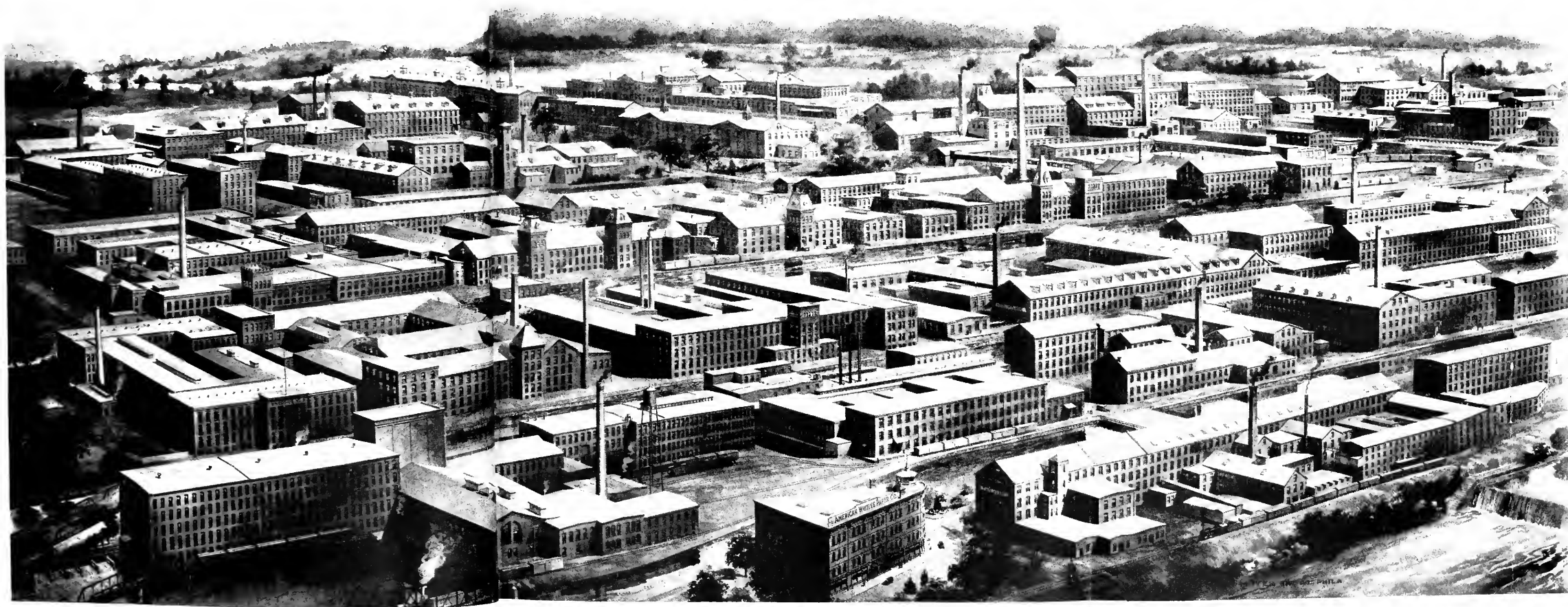




Americ







*The Twenty-six Mills and Other Units of the*  
**American Writing Paper Company**





# Handbook of Quality-Standard Papers



A Reference Book  
covering a comprehensive line of  
Papers and their employ  
in Printing



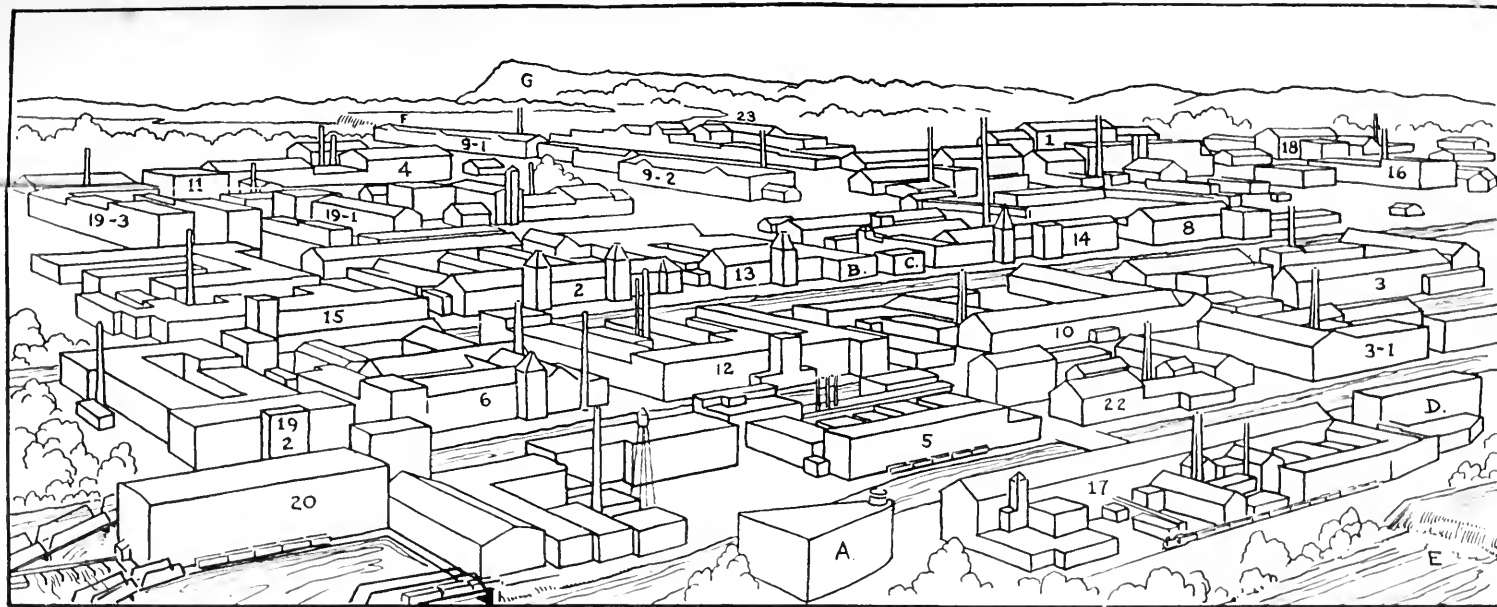
Holyoke, Massachusetts

AMERICAN WRITING PAPER COMPANY

*The Paper Service Manufacturing Institution*

1922





## KEY TO PICTURE

### Divisions

- 1 Agawam No. 1, Mittineague, Mass.
- 2 Agawam No. 2, Mittineague, Mass.
- 2 Albion Paper Co., Holyoke
- 3 Beebe & Holbrook, Holyoke
- 3-1 Massasoit, Holyoke
- 4 Chester Paper Co., Huntington, Mass.
- 5 Crocker Mfg. Co., Holyoke
- 6 Dickinson, Geo. R., Holyoke

### Divisions

- 8 Gill, Geo. C., Holyoke
- 9-1 Harding Paper Co., Franklin, O.
- 9-2 Harding Paper Co., Excello, O.
- 10 Holyoke Paper Co., Holyoke
- 11 Hurlbut Paper Mfg. Co., South Lee, Mass.
- 12 Linden Paper Company, Holyoke

### Divisions

- 13 Mt. Tom Paper Company, Holyoke
- 14 Nonotuck Paper Company, Holyoke
- 15 Norman Paper Company, Holyoke
- 16 Oakland Paper Company, Manchester, Conn.
- 17 Parsons Paper Company, Holyoke
- 18 Platner & Porter, Unionville, Conn.

### Divisions

- 19-1 Riverside No. 1, Holyoke
- 19-2 Riverside No. 2, Holyoke
- 19-3 Riverside No. 3, Holyoke
- 20 Shattuck & Babcock Co., DePere, Wisc.
- 22 Wauregan Paper Co., Holyoke
- 23 Windsor Paper Co., Windsor Locks, Conn.

A General Office, Holyoke

B Central Repair Shop, Holyoke

C Engineering Dept. Office, Holyoke

D Department of Technical Control, Holyoke (Chemical Research and Paper Testing Laboratory)

E Dam of Holyoke Water Power Co., Connecticut River, Holyoke

F American Writing Paper Co.'s dam at Miami River, Ohio

G Mount Tom, Holyoke



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# *The Pioneer in Paper Standardization*

THE American Writing Paper Company is the largest maker of high-grade papers in the world. It is naturally proud of its pre-eminence in size, but it is prouder still of the fact that it has grasped the opportunity which its size and wide variety of resources have created, namely, the opportunity to simplify and standardize its manufacture and distribution of paper.

This means that its famous Eagle-A lines of Quality-Standard Papers, comparatively few in number yet comprising a grade for almost every use to which paper is put, are produced on a quantity basis and priced accordingly. It means that their quality remains uniform, with the brand of the manufacturer as a guarantee; and that they are distributed throughout the country in readily accessible stocks immediately available for delivery.

No confusion, for the buyer, among countless private brands in choosing the right paper for his purpose; no guesswork as to its maker and materials. The user knows, too, that in the price he pays is reflected every economy known to the mass production of a standard commodity, and that he can get each item in quantity when and where he wants it.

## A RADICAL REFORM

UNDER the conditions prevailing in the paper industry the American Writing Paper Company could have undertaken no more radical reform or thorough-going public service. Such a reform, indeed, was possible at the time only to an institution making a kind and grade of paper for practically every essential printing, stationery and advertising requirement, with adequate equipment for efficient manufacture of such a wide range of products and with practical experience and technical skill covering the entire field of papers—in other words, to the American Writing Paper Company alone.

The American Writing Paper Company operates 26 mills containing 55 modern paper machines with their auxiliary equipment.

Most of these mills, together with the headquarters of the company, are situated in Holyoke, Massachusetts, the world's fine paper city. Others are in Unionville, Manchester, and Windsor Locks, Connecticut; at Mittineague, Huntington, and South Lee, Massachusetts; De Pere, Wisconsin, and Franklin and Excello, Ohio, where conditions for the manufacture of paper have been found especially suitable.

Standard  
ization

Paper  
Selection

Selecting  
Page Sizes

Sheet Sizes

Substance  
Weight

Colored  
Papers

Finish-  
Formation

Impress

Postage  
Rates

velopes

Making  
Orders

Bulking  
Papers

Eagle-A  
Line

Ref.  
Cov.

Index

The combined output of the company's mills is 460 tons of paper a day, of which 100 tons come under the general class of fine papers, such as bonds, ledgers, linens and writings, while 360 tons consist of coarse papers which include cover, book and offset papers, wrappings, and industrial specialties of all sorts.

#### MANUFACTURING EFFICIENCY

THESE statistics, however, offer only indirect evidence of the potentialities of this huge aggregation of productive units.

The small paper mill of from one to four machines is the unit that the experience of paper manufacturers in general has proved to be the best and most economical for the manufacture of a quality product. This is because the paper-making machines in a given mill must share more or less in common their extensive auxiliary equipment, and the range of product which can be handled efficiently with any mill-unit of this equipment is, therefore, decidedly limited. The fewer the machines, therefore, the better able the mill is to devote its production to the limited number of grades for which its equipment is best adapted. Similarly, its personnel develops a familiarity with its operations and a consequent skill impossible in a big mill with a heterogeneous product. Finally, the small mill is better able to preserve the economies of continuous production and to avoid the overhead of idle equipment.

The American Writing Paper Company is an organization of small mills in such number and variety that, regardless of the wide field which its products cover, it is able to make each mill a specialist in one or a few related grades of paper and is free from the temptation to manufacture too many papers with any given equipment.

#### THE ADVANTAGES OF SIZE

YET it enjoys also in unique degree all the advantages of which the big mill boasts.

*First*, in the matter of purchases. All its purchases of material are effected at headquarters and are made in quantities that command minimum prices. Moreover, due to the strict standardization of the Eagle-A Line, these purchases can always be foreseen and can be made, therefore, in the most favorable market. And for the same reason they can be, and always are, made for definitely specified products, so that there never occurs any guesswork or compromise either in the selection or adaptation of the materials bought.

*Secondly*, in the matter of personnel. The American Writing Paper Company, as the largest high-grade paper-making institution in the world, naturally attracts to itself the best technical brains and mechanical skill to be found in the country. Among

its 26 mill superintendents, for example, will be found a ranking specialist in the manufacture of practically every kind of paper made, whose aid is immediately available in the solution of any problem in his line that may arise. These men help one another, all together supplying a knowledge of paper-making which no one man or handful of men could possibly possess.

### SELLING EFFORTS CENTRALIZED

ALL the Company's efforts are directed from headquarters and are, therefore, carefully co-ordinated among a comprehensive variety of paper products, another advantage of the big producer. It has an engineering corps responsible for the maintenance of the operating equipment of all the mills; a laboratory completely equipped for all kinds of paper testing and investigational work, and a manufacturing department in charge of the distribution of orders to the mills best equipped to handle them, and of the general supervision of manufacture.

The American Writing Paper Company, in other words, is ideally organized to benefit from every aid to economy and efficiency so far discovered in the industry.

A short time ago this institution was making 1,500 different papers of which the majority were based on purely arbitrary distinctions. By the elimination of overlapping grades and brands differing only in watermark there was established the Eagle-A Line of Quality-Standard Papers containing a paper for each printing, advertising and stationery requirement.

This line contains but a small percentage of the original 1,500 and yet it covers the field. With simplification and standardization of line came simplification and standardization of distribution by means of carefully selected paper merchants (Service Houses), each one of which stocks the complete line. As a result the paper user knows that wherever he can buy one Eagle-A paper he can buy all of them, and in any size, color or weight in which they are manufactured.

### THREE NECESSARY STEPS

THERE were three major steps necessary in achieving this reform. The first consisted of consulting the users and big buyers of paper who had impelled the Company to undertake the reform by their organized demand for standardization and simplification—in other words the seven national associations of printers and buyers of printing controlling 95 per cent. of the paper used in the graphic arts, as follows:

The United Typothetæ of America—the leading printers who do an annual business of roughly \$500,000,000; The

Paper  
Selection

Selecting  
Page Sizes

Sheet Sizes

Substance  
Weight

Colored  
Papers

Finish-  
Formation

Impress

Postage  
Rates

Envelopes

Making  
Orders

Bulking

Eagle-A  
Line

Re-  
Gu-

Indu-

National Association of Stationers and Manufacturers—retail and wholesale stationers whose volume exceeds \$250,000,000 a year;

The National Association of Employing Lithographers, the members of which manufacture \$150,000,000 worth of lithography;

The National Association of Steel and Copper Plate Engravers, representing the producers of all engraved and embossed letterheads in the United States, with a volume of \$150,000,000;

The Association of National Advertisers—comprising the largest advertisers in the country;

The National Association of Purchasing Agents with more than 4,000 members;

The Direct Mail Advertising Association — comprising leading advertising managers and sales executives.

From a careful canvass of these men the countless uses to which paper is put were authoritatively established and the foundation laid for their scientific analysis and classification.

The second step consisted of translating these paper needs into terms of manufacturing skill and methods and thence into paper products.

The third step was that of interpreting these products in terms of the needs of the paper user.

A complete and careful survey of equipment was made to determine which of the 55 paper machines was best adapted to producing each of the selected grades of paper. Thereafter, that grade went to that machine. Each Eagle-A paper is made on the manufacturing unit completely adapted to its efficient production.

#### THE DEPARTMENT OF TECHNICAL CONTROL

THE Company expanded and developed its laboratory at Holyoke into the best and most extensive of its kind. This department occupies a mill building of its own containing a miniature and a full-sized paper machine, with auxiliary equipment, on which to conduct its manufacturing and mechanical experiments. It contains also a completely equipped chemical and physical laboratory in which to test every raw material used in paper manufacture and every quality inherent in the finished product—its bursting strength, its tensile strength, its folding strength, its chemical nature, the length of its fibers, its resistance to light, and other important attributes.

To effect an absolute uniformity of product this laboratory, or Department of Technical Control, has been made the keystone of the arch of the Company's manufacturing policy. It has scientifically standardized the raw materials used in each grade of paper produced and maintained a definite standard in each case. After the finished product has gone through its regular inspection in the mill that produced it the laboratory provides an additional safety check with its own exhaustive, thorough routine tests which hold rigidly in line the men, methods and machines employed in its production.

The only deviation in standards permitted is that in the direction of a better product for the same money or the same product for less money.

### STANDARDIZING DISTRIBUTION

BUT having determined the essential uses of paper, and the papers best adapted to those uses, and the machines best adapted to those papers, and having copper-riveted the uniformity of each grade—in other words, having cleared the way for economical production on a quantity basis—two problems remained: (1) to fit distribution to economical mass production, and (2) to inform the buyer regarding the paper for his particular use.

The Company had been distributing its papers through a multiplicity of jobbers, none of whom carried its complete line, most of whom carried only a few of its grades as an incident to their stocks of private brands.

This was the common method of distribution in the industry. The brands and grades of paper on the market were multiplied beyond all reason, since each jobber wanted his own brands, and this in turn caused a progressive deterioration of quality in the different brands, due to competition and the loss of the manufacturer's identity; it resulted in a great volume of small orders to the manufacturer, necessitating short, expensive runs, and it greatly confused and inconvenienced the customer who, if he wanted different kinds and grades of paper made by the same manufacturer, had to deal with a number of different jobbers.

### EAGLE-A SERVICE HOUSES

AUTOMATICALLY, of course, in reducing from approximately 1,500 to 55 the number of papers it manufactured, the American Writing Paper Company reduced the number of jobbers handling its product. But it went further than this and carefully selected the best known, most responsible jobbing houses in each of the important paper distributing centers and made each the agent for its complete Eagle-A Line.

These houses are its Service Houses. Their salesmen have

Paper  
Selection

Selecting  
Page Sizes

Sheet Sizes

Substance  
Weight

Colored  
Papers

Finish-  
Formation

Impress

Postage  
Rates

Envelopes

Making  
Orders

Bulking

Eagle-A  
Line

Re-  
Gu-

Index



been carefully schooled in the principles, materials and methods at the foundation of Eagle-A service. They are prepared to give the paper buyer the full benefit of their expert judgment in the selection of his paper, with due consideration for every factor.

Finally, the American Writing Paper Company has gone and is going direct to the paper consumer not only with a national advertising campaign which is educating him in what the printer can do for him, not only with carefully prepared literature, of which this is a fair sample, designed to simplify for him the whole problem of paper selection, but also with trained men who, at the instigation of the printer, will personally call upon him and help him in applying to his individual problem the principles of selection set forth in this book.

### HOW THE PAPER BUYER BENEFITS

WHAT does all this mean to the paper buyer—to the printer, lithographer, stationer, engraver?

Simply this, that in the American Writing Paper Company he has a paper-making institution prepared at a moment's notice to deliver him a paper—

- 1—that is adapted scientifically to the use to which he would put it;
- 2—that is easily chosen from a list of standard papers to fit each essential use, carrying the Company's own statement as to the use for which it is fitted;
- 3—that has behind it all the guarantee of uniform quality that lies in the substitution of scientific analysis and test for guesswork in its manufacture, and that inheres in the name and reputation of the greatest fine paper manufacturing company in the world;
- 4—that is produced on a quantity basis and reflects all the consequent economies in its price, and
- 5—that is already "sold" on its merits to his customer.

In other words, to the printer and to every other big buyer of paper it means infinitely less time and worry in the selection of his paper, better prices and more satisfaction to his customer—and more business!

To obtain Eagle-A paper he need only apply to the nearest Eagle-A Service House—a list of these Service Houses appears in the price list between end leaf and back cover of this book—which is prepared to deliver it to him in quantity immediately.

### CO-OPERATION WITH UNITED STATES ENVELOPE COMPANY

SECURING a suitable paper for his purpose leaves the user's problem only partly solved; he still needs a proper envelope. For

the effective use of paper in correspondence or in direct-by-mail advertising, it is essential that efficient and harmonious envelopes—usually of the same stock as the enclosure—be used. (See page 75.) These must be easily obtainable by the user through the same sources as the paper. Since the Eagle-A Line is so comprehensive and, therefore, calls for the widest range of styles and sizes of envelopes for its varied uses, only an envelope manufacturer with the most complete equipment could meet its demands.

To fill these needs, the American Writing Paper Company has secured the co-operation of the United States Envelope Company. This company is the largest of its kind in the world, amply equipped to give unusual service in supplying every type of envelope and having behind it an enviable record of years of achievement. It also manufactures the boxed cabinet line of goods from Eagle-A papers. (See page 244.) This Company is the authorized manufacturer of Eagle-A envelopes which it sells only through the Eagle-A Service Houses—the distributing agents of all Eagle-A papers. The user may—and should—therefore, order his envelopes when and where he orders his paper, being assured of the proper envelope for his purpose.

*There is an Eagle-A Envelope for each Eagle-A Paper.*

Paper  
Selection

Selecting  
Page Sizes

Sheet Sizes

Substance  
Weight

Colored  
Papers

Finish-  
Formation

Impress

Postage  
Rates

Envelopes

Making  
Orders

Bulking  
Papers

Eagle-A  
Line

Ref.  
Guide

Index

# How to Select the Right Paper

THE proper class and grade of paper to use can be determined by examining or analyzing separately the different requirements of the use to which it is to be put. There are a number of characteristics or physical qualities of paper any or all of which may be necessary in different relative degrees for the purpose for which the paper is to be used.

Therefore, the class of paper to use can be determined by separating the use-requirements into their different elements, and selecting the kind of paper in which the dominant qualities demanded by the important requirements are found.

Two basic factors must be considered:

1. *Use*—the use to which the printed piece is to be put.
2. *Impress*—the method of impress which is to be employed.

## USE

Use may be divided with reference to—

- (a) *Longevity*—the length of time for which the paper must resist deterioration, requiring consideration of the life or *permanency* of the paper.
- (b) *Treatment*—the amount and character of handling, folding or exposure to which the paper will be subjected, requiring consideration of whether paper for *ordinary usage* or of *extra strength* is necessary.
- (c) *Appearance*—the character or sense appeal in the paper itself requiring consideration of *special quality* or a *range of colors*.

In general, printed pieces fall into two clearly defined groups:

1. Vehicles for messages. This group includes advertising and formal announcements of widely different types.
  2. Records of transactions. This group embraces office and factory forms, records, and documents of all kinds.
- (1) *Printed Pieces that convey messages* require paper selected on a basis of (a) ordinary usage; (b) special strength; (c) special bulk to weight; (d) special appearance.
- (2) *Printed Pieces that record transactions* require papers selected on a basis of (a) degree of permanency; (b) treatment, or amount of handling, folding and exposure.

## IMPRESS

Irrespective of whether the printed piece is the vehicle for a message or the means of recording a transaction, the choice of paper must also be considered from the method of impress to be applied. The adaptability of the various methods of impress is governed largely by the class and finish of the paper. Fine-

screen half-tones, for example, can be applied successfully to papers of the book class in super calendered finishes, but cannot be used on papers in the cover class in antique finishes.

SOME GENERAL RULES

Papers have been developed to meet all use-requirements and methods of impress for both classes of printed pieces. Each kind of paper includes a range of grades to cover printed pieces for ordinary usage, printed pieces requiring extra strength, printed pieces requiring a distinctive de luxe or quality appearance. In general—papers of the lower and middle grades within any kind can be selected for ordinary usage. For extra strength in paper use the higher grades of any kind.

Because individual tastes vary so widely and the price element enters into every transaction, no one paper can be exclusively recommended for a given use. It is necessary to offer a range of papers suitable for the specific use and the method of impress to be employed. As a guide to the paper user the following

INDEX AND CHARTS SUGGEST QUALITY-STANDARD PAPERS  
SUITABLE FOR EACH USE AND METHOD OF IMPRESS

The index on pages 10-13 alphabetically lists the various classes of printed pieces (such as booklets, announcements, office forms, etc.); and lists under each class the different forms which each may take. For example, a price list may be developed in the form of a single sheet, a folded card, a stitched pamphlet or in some other form, the index gives after each form the page number of a chart which shows all the Quality-Standard Papers that are suitable for that form. The charts on pages 14-23 subdivide the papers for price lists into those which are suitable for ordinary use, and those for which unusual requirements necessitate special qualities, such as extra strength, etc. They then indicate which of the papers suitable to the given requirements are adaptable to each form of impress, bearing in mind the chief characteristics of the classes of paper as follows:

- Bonds.*—Strength combined with adaptability to pencil writing or typewriting.
- Linens.*—Strength combined with adaptability to pencil writing or typewriting.
- Ledgers.*—Specially adapted to large amount of pen writing; ability to withstand frequent erasure; heavy sheet will lie flat.
- Writings.*—Suitable where appearance and pen writing are important factors or as a substitute for a light-weight ledger, where strength is not a governing condition.
- Books.*—Strength and uniformity of texture, free from dust or fuzz and adaptable principally to various types of letterpress printing.
- Offsets.*—Surface that will not lift or pick; minimum shrinkage or stretch.
- Covers.*—High resistance to handling, combined with good folding qualities and appearance.
- Index Bristols.*—Good for pen and pencil writing; has stiffness, strength and erasive qualities.
- Weddings and Papeteries.*—Pen writing qualities, smooth finish, brightness of color.
- Mimeographs.*—High absorbency to produce rapid reproduction of mimeograph copies without slip-sheeting.

Paper  
Selection

Selecting  
Page Sizes

Sheet Sizes

Substance  
Weight

Colored  
Papers

Finish-  
Formation

Impress

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Rates

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Orders

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Eagle  
Line

Re-  
Covers

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SPECIAL INDEX TO CHARTS ON PAGES 14 TO 23  
WHICH SHOW THE QUALITY-STANDARD PAPERS SUITABLE  
FOR THE FOLLOWING CLASSES OF PRINTED PIECES

*Advertising*

ANNOUNCEMENTS

Single Card or Folded Card .....	Pages	18-19
Single or Folded Sheets .....	"	14-15
Booklets or Bound Sheets .....	"	16-17
Covers .....	"	16-17
Pages .....	"	14-15

BOOKLETS

Covers .....	"	16-17
Pages .....	"	14-15

BROADSIDES .....	"	14-15
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BULLETINS

Single or Folded Sheets .....	"	14-15
Booklet or Bound Sheets		
Covers .....	"	16-17
Pages .....	"	14-15

CALENDARS

Mounts .....	"	18-19
Pages .....	"	14-15

CATALOGS

Covers .....	"	16-17
Pages .....	"	14-15

CIRCULAR LETTERS .....	Section 1,	"	14-15
	" 2,	"	22-23

CIRCULARS .....	"	14-15
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DIRECTORIES

Covers .....	"	16-17
Pages .....	"	14-15

DISPLAY CARDS (Hanging) .....	"	18-19
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ENVELOPE STUFFERS

Single Card or Folded Card .....	"	18-19
Single or Folded Sheets .....	"	14-15
Booklets or Bound Sheets		
Covers .....	"	16-17
Pages .....	"	14-15

FOLDERS

Card .....	"	18-19
Sheet .....	"	14-15

HAND BILLS .....	"	14-15
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NOTE: An Eagle-A Envelope may be obtained for each Eagle-A Paper. See page 75 for proper envelope for each paper.

## HANDBOOKS

Covers .....	Pages	14-15
Pages .....	"	16-17

## HOUSE ORGANS

Covers .....	"	16-17
Pages .....	"	14-15

## MAGAZINE INSERTS .....

" 14-15

## MAILING CARDS .....

" 18-19

## PACKAGE INSERTS .

Single Card or Folded Card .....	"	18-19
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Single or Folded Sheets .....	"	14-15
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### Booklet or Bound Sheets

Covers .....	"	16-17
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Pages .....	"	14-15
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## POST CARDS .....

" 18-19

## POSTERS .....

" 14-15

## PRICE LISTS

Single Card or Folded Card .....	Section 3,	"	18-19
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Single or Folded Sheets .....	" 4,	"	14-15
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### Booklet or Bound Sheets

Covers .....	" 3,	"	16-17
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Pages .....	" 4,	"	14-15
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## *Books*

### CHILDREN'S BOOKS

Covers .....	"	16-17
--------------	---	-------

Pages .....	"	14-15
-------------	---	-------

### GIFT BOOKS

Covers .....	Section 4,	"	17
--------------	------------	---	----

Pages .....	" 4,	"	15
-------------	------	---	----

### DE LUXE EDITIONS

Covers .....	Section 4,	"	17
--------------	------------	---	----

Pages .....	" 4,	"	15
-------------	------	---	----

### POPULAR NOVELS

Covers .....	Section 4,	"	16-17
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Pages .....	" 4,	"	15
-------------	------	---	----

### REFERENCE BOOKS

Covers .....	"	16-17
--------------	---	-------

Pages .....	"	14-15
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### TEXT BOOKS

Covers .....	"	16-17
--------------	---	-------

Pages .....	"	14-15
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NOTE: An Eagle-A Envelope may be obtained for each Eagle-A Paper. See page 75 for proper envelope for each paper.

## TOY BOOKS

Covers .....	Section 2, Page 16
Pages .....	" 2, " 14

## *Documents*

CERTIFICATES .....	Section 1-2-6,	Pages 20-21
CONTRACTS .....	" 1-2-6,	" 20-21
DEEDS .....	" 1,	" 20-21
DIPLOMAS .....	" 1-2-6,	" 20-21
DOCUMENT COVERS .....	" 12,	" 20-21
LETTERS OF CREDIT .....	" 1,	" 20-21
MORTGAGES .....	" 2,	" 20-21
NOTES .....	" 5,	" 20-21
PERMITS .....	" 2,	" 20-21
POLICIES .....	" 2-6,	" 20-21
WILLS .....	" 1,	" 20-21

## *Office and Factory Forms*

ACKNOWLEDGMENT OF ORDERS .....	Section 5,	" 20-21
BILL HEADS .....	" 5-6,	" 20-21
CHECKS .....	" 2,	" 20-21
CREDIT MEMOS .....	" 5,	" 20-21
DEBIT MEMOS .....	" 5,	" 20-21
DRAFTS .....	" 6,	" 20-21
ESTIMATE FORMS .....	" 5-6,	" 20-21
FILE COPIES .....	" 9,	" 20-21
INVENTORY SLIPS .....	" 5-10,	" 20-21
INVOICES .....	" 5-6,	" 20-21
MANUFACTURING ORDERS .....	" 5,	" 20-21
MEMO SLIPS .....	" 11,	" 20-21
ORDER BLANKS .....	" 2-5,	" 20-21
PROPOSALS .....	" 6,	" 20-21
PURCHASE ORDERS .....	" 2-5-9-10,	" 20-21
RECEIPTS .....	" 9,	" 20-21
RECEIVING REPORTS .....	" 9,	" 20-21
REPORTS .....	" 9,	" 20-21
REQUISITIONS .....	" 9,	" 20-21
STATEMENTS .....	" 6,	" 20-21
STOCK REPORTS .....	" 6,	" 20-21
TELEGRAPH BLANKS .....	" 9,	" 20-21
TELEPHONE CALL SLIPS .....	" 11,	" 20-21
TIME SLIPS .....	" 5-9,	" 20-21

## *Greetings*

### BIRTHDAY

Single Card or Folded Card .....	" 18-19
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NOTE: An Eagle-A Envelope may be obtained for each Eagle-A Paper. See page 75 for proper envelope for each paper.



## *Greetings—continued*

Single or Folded Sheet.....Pages 14-15

Booklet or Bound Sheets

Covers.....“ 16-17

Pages.....“ 16-17

### **HOLIDAY**

Single or Folded Card.....“ 18-19

Single or Folded Sheet.....“ 16-17

Booklet or Bound Sheets

Covers.....“ 16-17

Pages.....“ 14-15

### *Labels and Mailing Wrappers*

LABELS.....Chart 1, “ 14-15

MAILING CONTAINERS.....Chart 1, Section 2, “ 16

MAILING ENVELOPES.....“ 1, “ 2, “ 14

### *Magazines*

Cover.....“ 16-17

Pages.....“ 14-15

### *Miscellaneous*

### **MENUS**

Single or Folded Card.....Section 3, “ 18-19

Single or Folded Sheet.....“ 4, “ 14-15

Booklet or Bound Sheets

Cover.....Section 3, “ 16-17

Pages.....“ 4, “ 14-15

### *Programs*

Single or Folded Card.....Section 3, “ 18-19

Single or Folded Sheet.....“ 4, “ 14-15

Booklet or Bound Sheets

Cover.....Section 3, “ 16-17

Pages.....“ 4, “ 14-15

### *Stationery*

VISITING CARDS.....“ 18-19

EXECUTIVES' LETTERS.....Section 1, “ 20-21

GENERAL LETTERS.....“ 20-21

LETTERHEADS AND ENVELOPES.....“ 20-21

### *Tickets*

Single or Folded Card.....“ 18-19

Single or Folded Sheet.....“ 14-15

Booklet or Bound Sheets

Cover.....“ 16-17

Pages.....“ 14-15

NOTE: An Eagle-A envelope may be obtained for each Eagle-A paper. See page 75 for proper envelope for each paper.

Selecting  
Page Sizes

Sheet Sizes

Substance  
Weight

Colored  
Papers

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Cov.

Index

# Printed Pieces, Inside Pages and Self Covers—Kinds and Grades of Paper Suitable for—

Announcements Books Booklets Broadsides	Calendar Pages Catalogs Circulars Directories	Envelope Stuffers Folders Greetings Hand Bills	House Organs Labels Magazines Menus	Package Inserts Posters Price Lists Programs
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The groups of papers below meet the use-requirements shown in the first column, and the impress-requirements indicated at the top of each column. The chart shows the *kinds* and *grades* suitable for a given purpose. For information as to selecting among different *kinds* (Bonds, Books, Covers, etc.) see page 9.

Use-Requirements	Type or Line Cuts	Half-tone or Ben Day 110-133 Screen	Half-tone or Ben Day 65-100 Screen	Lithography	Offset	Die Stamping or Embossing
<p><i>Section 1</i></p> <p><b>Ordinary Usage</b> (Where the printed piece does not require extra strength of paper, extra bulk to weight, or extra quality.)</p>	<p><i>Books</i> Berkshire Text* Albion Text* Railroad Folder* Arrivé Half-tone* American Bulking American Eggshell* American Super Cal. American Eng. Finish</p> <p><i>Offsets</i> Albion Beebe Chester Dickinson</p>	<p><i>Books</i> American Vellum (plate)* Arrivé Half-tone* American Super Cal. Railroad Folder Cal.*</p>	<p><i>Books</i> American Vellum (plate)* Arrivé Half-tone* American Super Cal. Railroad Folder*</p>	<p><i>Books</i> American Vellum* Railroad Folder* Arrivé Half-tone* American Super Cal. American Eng. Fin.</p> <p><i>Offsets</i> Albion Beebe Chester Dickinson</p>	<p><i>Books</i> American Vellum* Railroad Folder* Arrivé Half-tone* American Super Cal. American Eng. Fin.</p> <p><i>Offsets</i> Albion Beebe Chester Dickinson</p> <p><i>Covers</i> Arven Place* Paradox (plate finish)*</p>	<p><i>Bonds</i> Coupon* Contract* Airpost</p> <p><i>Linen</i> U. S. Linen</p> <p><i>Writing</i> Old Chester Mills</p> <p><i>Books</i> Deckle d'Aigle* American Vellum* Berkshire Text* Albion Text</p> <p><i>Wedding</i> Arden Biscay*</p>

<p><b>Section 2</b></p> <p><b>De Luxe Appearance</b> (Where the printed piece must be of unusually artistic or impressive character.)</p>	<p><i>Bonds</i> Coupon* Airpost Chevron U. S. Linen <i>Writing</i> Old Chester Mills <i>Books</i> Deckle d'Agie* American Vellum* Berkshire Text* Albion Text* <i>Weddings</i> Arden Biscay*</p>	<p><i>Book</i> American Vellum(plate)* <i>Writing</i> Old Chester Mills</p>	<p><i>Book</i> American Vellum(plate)* <i>Bonds</i> Coupon Airpost Chevron <i>Writing</i> Old Chester Mills</p>	<p><i>Book</i> American Vellum* <i>Bonds</i> Coupon* Airpost Chevron</p>	<p><i>Bonds</i> Coupon* Airpost Chevron U. S. Linen <i>Writing</i> Old Chester Mills <i>Books</i> Deckle d'Agie* American Vellum* <i>Offset</i> Albion Beebe</p>	<p><i>Bond</i> Coupon* <i>Linen</i> U. S. Linen <i>Writing</i> Old Chester Mills <i>Books</i> Deckle d'Agie* American Vellum* Berkshire Text* Albion Text <i>Weddings</i> Arden Biscay*</p>
<p><b>Section 3</b></p> <p><b>Extra Bulk</b> (Where the printed piece requires great bulk to weight.)</p>	<p><i>Books</i> American Bulking American Eggshell*</p>					<p><i>Book</i> American Bulking</p>
<p><b>Section 4</b></p> <p><b>Extra Strength</b> (Where the printed piece has to meet unusual handling, folding and lasting conditions.)</p>	<p><i>Bonds</i> Coupon* Contract* Acceptance* <i>Linen</i> U. S. Linen <i>Ledger</i> Government Record* <i>Writing</i> Old Chester Mills <i>Books</i> Deckle d'Agie* American Vellum* Berkshire Text* Albion Text <i>Covers</i> Herculean* Arven Plate* Paradox* <i>Weddings</i> Arden Biscay*</p>	<p><i>Covers</i> Herculean Cover* Arven Plate* Paradox (plate finish)* <i>Writing</i> Old Chester Mills</p>	<p><i>Bonds</i> Coupon* Contract* Acceptance* <i>Ledger</i> Government Record* <i>Writing</i> Old Chester Mills <i>Covers</i> Arven Plate* Paradox (plate finish)*</p>	<p><i>Bonds</i> Coupon* Contract* Acceptance* <i>Ledger</i> Government Record* <i>Writing</i> Old Chester Mills <i>Book</i> American Vellum* <i>Offsets</i> Albion Beebe</p>	<p><i>Bonds</i> Coupon* Contract* Acceptance* <i>Ledger</i> Government Record* <i>Writing</i> Old Chester Mills <i>Books</i> Deckle d'Agie* American Vellum* <i>Offsets</i> Albion Beebe <i>Covers</i> Deckle d'Agie* Arven Plate* Paradox (plate finish)*</p>	<p><i>Bonds</i> Coupon* Agawam Persian* <i>Linen</i> U. S. Linen <i>Writing</i> Old Chester Mills <i>Books</i> Deckle d'Agie* American Vellum* <i>Cover</i> Deckle d'Agie* <i>Weddings</i> Arden Biscay*</p>

\*Paper made in more than one color.

For detailed information about each paper, see white section of the Handbook.

Selecting  
Page Sizes

Sheet Sizes

Substance  
Weight

Colored  
Papers

Finish-  
Formation

Impress

Postage  
rates

Envelopes

Making  
Orders

Bulking

Eagle  
Line

Re  
Gu

Ind

## Covers—Kinds and Grades of Papers Suitable for—

Announcements  
Booklets  
Bulletins  
Catalogs  
Children's Books

Directories  
Envelope Stuffers  
Gift Books  
Greeting Cards

Handbooks  
Holiday Cards  
House Organs  
Magazines

Menus  
Package Inserts  
Popular Novels  
Price Lists

Programs  
Reference Books  
Text Books  
Ticket Books  
Toy Books

The groups of papers below meet the use-requirements shown in the first column, and the impress-requirements indicated at the top of each column.

The Chart shows the *kinds* and *grades* suitable for a given purpose. For information as to selecting among different *kinds* (Bonds, Books, Covers, etc.) see page 9.

Use-Requirements	Type or Line Cuts	Half-tone or Ben Day 110-133 Screen	Half-tone or Ben Day 65-100 Screen	Lithography	Offset	Die Stamping and Embossing
<p><i>Section 1</i></p> <p>Ordinary Usage</p> <p>(Where the printed piece does not require unusual strength of paper, extra bulk to weight, or extra quality.)</p>	<p><i>Covers</i></p> <p>Herculean* Arven Plate* Paradox* Standard* Rivertdale*</p> <p><i>Offsets</i></p> <p>Albion Beebe</p> <p><i>Bristol</i></p> <p>American Rope*</p>	<p><i>Covers</i></p> <p>Arven Plate* Standard*</p>	<p><i>Covers</i></p> <p>Arven Plate* Paradox* Standard*</p> <p><i>Bristol</i></p> <p>American Rope*</p>	<p><i>Covers</i></p> <p>Arven Plate* Paradox*</p>	<p><i>Offsets</i></p> <p>Albion Beebe</p> <p><i>Covers</i></p> <p>Arven Plate* Paradox*</p>	<p><i>Books</i></p> <p>Deckle d'Aigle* American Vellum*</p> <p><i>Offset</i></p> <p>Albion</p> <p><i>Covers</i></p> <p>Deckle d'Aigle* Herculean* Arven Plate* Paradox*</p> <p><i>Wedding</i></p> <p>Arden</p>
<p><i>Section 2</i></p> <p>De Luxe Appearance</p> <p>(Where the printed piece must be of an unusually artistic or impressive character.)</p>	<p><i>Covers</i></p> <p>Deckle d'Aigle* Herculean Cover* Arven Plate*</p> <p><i>Offset</i></p> <p>Albion</p> <p><i>Wedding</i></p> <p>Arden</p>	<p><i>Cover</i></p> <p>Arven Plate*</p>	<p><i>Covers</i></p> <p>Herculean* Arven Plate* Paradox*</p> <p><i>Offset</i></p> <p>Albion</p> <p><i>Wedding</i></p> <p>Arden</p>	<p><i>Covers</i></p> <p>Arven Plate* Paradox*</p>	<p><i>Offsets</i></p> <p>Albion Beebe</p> <p><i>Cover</i></p> <p>Arven Plate*</p>	<p><i>Books</i></p> <p>Deckle d'Aigle* American Vellum*</p> <p><i>Offset</i></p> <p>Albion</p> <p><i>Covers</i></p> <p>Deckle d'Aigle* Herculean* Arven Plate* Paradox*</p> <p><i>Wedding</i></p> <p>Arden</p>

<p><i>Section 3</i>  <b>Extra Strength</b>          (Where the printed piece has to meet unusual handling, folding and lasting conditions.)</p>	<p><i>Covers</i>          Deckle d'Agie*          Herculean*          Arven Plate*          Paradox*  <i>Bristol</i>          American Rope*</p>	<p><i>Cover</i>          Arven Plate*</p>	<p><i>Cover</i>          Arven Plate*  <i>Bristol</i>          American Rope*</p>	<p><i>Covers</i>          Arven Plate*          Paradox Plate*</p>	<p><i>Offsets</i>          Albion          Beebe  <i>Cover</i>          Arven Plate*</p>	<p><i>Covers</i>          Deckle d'Agie*          Herculean*          Arven Plate*  <i>Wedding</i>          Arden</p>
<p><i>Section 4</i>  <b>For Board Bindings</b>          (Where it is necessary to use lightweight papers of good or unusual strength, folding and pasting qualities for covering board bindings.)</p>	<p><i>Books</i>          American Vellum*          Berkshire Text*          Albion Text*  <i>Covers</i>          Herculean*          Paradox*          Standard*</p>	<p><i>Book</i>          Arrivé Half-tone*  <i>Cover</i>          Standard*</p>	<p><i>Book</i>          Arrivé Half-tone*  <i>Cover</i>          Standard*</p>	<p><i>Books</i>          American Vellum*          Arrivé Half-tone*  <i>Cover</i>          Standard (plate)*</p>	<p><i>Book</i>          Arrivé Half-tone*  <i>Offsets</i>          Albion          Beebe          Chester          Dickinson</p>	<p><i>Book</i>          Berkshire Text*  <i>Covers</i>          Herculean*          Paradox*</p>

\*Paper made in more than one color.

For detailed information about each paper, see white section of the Handbook.

Selecting  
Page Sizes

Sheet Sizes

Substance  
Weight

Colored  
Papers

Finish-  
Formation

Impress

Postage  
rates

envelopes

Making  
Orders

Bulking

Eagle  
Line

# Cards—Folded and Unfolded—Kinds and Grades of Paper Suitable for—

Announcements	Folders	Menus	Price Tickets
Calendar Mounts	Greeting Cards	Package Inserts	Programs
Calling or Visiting Cards	Hanging Display Cards	Post Cards	Tags
Envelope Stuffers	Mailing Cards	Price Lists	

The groups of papers below meet the use-requirements shown in the first column, and the impress-requirements indicated at the top of each column. The Chart shows the *kinds* and *grades* suitable for a given purpose. For information as to selecting among different *kinds* (Bonds, Books, Covers, etc.) see page 9.

Use-Requirements	Type or Line Cuts	Half-tone or Ben Day 110-133 Screen	Half-tone or Ben Day 65-100 Screen	Lithography	Offset	Die Stamping and Embossing
<b>Section 1</b>  <b>Ordinary Usage</b> (Where the printed piece does not require unusual strength of paper, extra bulk to weight, or extra quality.)	<i>Offsets</i> Albion (heavy weight) Beebe (heavy weight) Chester (heavy weight) Dickinson (heavy weight)	<i>Cover</i> Paradox (130 lb.)*	<i>Cover</i> Paradox* <i>Bristols</i> Agawam Index* Cherokee Index* Darien Index* American Post Card American Rope*	<i>Cover</i> Paradox* <i>Bristols</i> Agawam Index* Cherokee Index* Darien Index* American Post Card American Rope*	<i>Offsets</i> Albion Beebe Chester Dickinson  <i>Weddings</i> Arden Biscay*	<i>Covers</i> Deckle d'Aigle* Herculean* Paradox*  <i>Weddings</i> Arden Biscay* Chesterfield Pap.*
	<i>Covers</i> Herculean (130 lbs.)* Paradox (130 lbs.)*  <i>Bristols</i> Agawam Index* Cherokee Index* Darien Index* Amer. Post Card American Rope*  <i>Weddings</i> Arden Pasted* Biscay Pasted* Dorrington Pap. Pasted* Chesterfield Pap. Pasted* Farnsworth Pap. Pasted*		<i>Offsets</i> Albion (heavy weight) Beebe (heavy weight)  <i>Weddings</i> Arden (2 and 3 ply) Biscay (2 and 3 ply)* Dorrington Pap. (2 and 3 ply)* Chesterfield Pap. (2 and 3 ply)* Farnsworth Pap. (2 and 3 ply)*		<i>Bristols</i> Agawam Index* Cherokee Index* Darien Index* American Post Card American Rope*	Agawam Index*

<p><i>Section 2</i></p> <p><b>De Luxe Appearance</b> (Where the printed piece must be of an unusually artistic or impressive character.)</p>	<p><i>Covers</i> Deckle d'Aigle Cover* <i>Weddings</i> Arden (2 or 3 ply) Biscay (2 or 3 ply)* Chesterfield (2 or 3 ply)*</p>		<p><i>Weddings</i> Arden (2 or 3 ply) Biscay (2 or 3 ply)*</p>	<p><i>Offsets</i> Albion (heavy weights) Beebe (heavy weights) <i>Bristol</i> Agawam Index*</p>	<p><i>Weddings</i> Arden (3 ply) Biscay (3 ply)*</p>	<p><i>Covers</i> Deckle d'Aigle* <i>Weddings</i> Arden (3 ply) Biscay (3 ply)* Chesterfield (3 ply)*</p>
<p><i>Section 3</i></p> <p><b>Extra Strength</b> (Where the printed piece has to meet unusual handling, folding and lasting conditions.)</p>	<p><i>Covers</i> Deckle d'Aigle Cover* Herculean* <i>Bristols</i> Agawam Index* Cherokee Index* Darien Index* American Kope* <i>Weddings</i> Arden (2 or 3 ply) Biscay (2 or 3 ply)*</p>	<p><i>Cover</i> Paradox (Plate)*</p>	<p><i>Bristols</i> Agawam Index* Cherokee Index* Darien Index* American Kope* <i>Cover</i> Paradox*</p>	<p><i>Bristols</i> Agawam Index* Cherokee Index* American Rope* <i>Cover</i> Paradox*</p>	<p><i>Offsets</i> Albion Beebe <i>Weddings</i> Arden Biscay*</p>	<p><i>Cover</i> Deckle d'Aigle* Herculean* <i>Weddings</i> Arden Biscay*</p>

\*Paper made in more than one color.

For detailed information about each paper, see white section of the Handbook.

Selecting  
Page Sizes

Sheet Sizes

Substance  
Weight

Colored  
Papers

Finish-  
Formation

Impress

Postage  
Rates

envelopes

Making  
Orders

Bulking

Eagle-A  
Line

Re  
Ga

Inde

# Documents and Office and Factory Forms—Kinds and Grades of Paper Suitable for—

- |                     |                       |                         |                           |                           |
|---------------------|-----------------------|-------------------------|---------------------------|---------------------------|
| 5. Acknowledgments  | 5. Debit Memos        | 5-6. Invoices           | 2. Permits                | 9. Requisitions           |
| 5-6. Bill Heads     | 1. Deeds              | 1. Letters of Credit    | 2-6. Policies             | 6. Statements             |
| 2. Checks           | 12. Document Covers   | 5. Manufacturing Orders | 6. Proposals              | 6. Stock Reports          |
| 1-2-6. Certificates | 6. Drafts             | 11. Memo Slips          | 2-5-9-10. Purchase Orders | 9. Telegraph Blanks       |
| 1-2-6. Contracts    | 5-6. Estimate Forms   | 2. Mortgages            | 9. Receipts               | 11. Telephone Call Slips. |
| 5. Credit Memos     | 9. File Copies        | 5. Notes                | 9. Receiving Reports      | 5-9. Time Slips           |
| 1-2-6. Diplomas     | 5-10. Inventory Slips | 2-5-9-10. Order Blanks  | 9. Reports                | 1. Wills                  |

To determine the correct paper for a Document or Form:

*Note numerals opposite form desired.* Papers listed in the section correspondingly numbered may be used for the form indicated, as they meet the impress, longevity and treatment requirements.

*When two or more numerals are given,* section are listed the features of longevity and treatment that best meet the condition under which the form will be used.

Section	IMPRESS		Longevity Length of time which a paper may be expected to resist decay.	Treatment Amount and severity of handling, exposure and folding to which a paper will be subjected.
	Type or Line Cuts	Lithography		
1	Coupon Bond Brunswick Linen Ledger Agawam Index Bristol	Coupon Bond Brunswick Linen Ledger Agawam Index Bristol	Permanent 20 yrs. or over	Large Amount of Handling of Rough and Abusive Character. Large Amount of Folding
2	Agawam Bond Persian Bond	Agawam Bond Persian Bond		Large Amount of Handling and Large Amount of Folding
3	Old Chester Mills	Old Chester Mills		Large Amount of Handling and Small Amount of Folding



4	Account Linen Ledger	Account Linen Ledger	Semi-Permanent 5-20 yrs.	Large Amount of Handling and Large Amount of Folding
5	Contract Bond Extension Ledger	Contract Bond Extension Ledger		Moderate Handling of Abusive Character or Large Amount of Handling with Moderate Folding, or Moderate Amount of Handling with Moderate Folding
6	Airpost Bond Chevron Bond Parsons Tinted Writings Wauregan Colored Flats	Airpost Bond Chevron Bond Parsons Tinted Writings Wauregan Colored Flats		Moderate Amount of Handling with Small Amount of Folding
7	Cherokee Index Bristol	Cherokee Index Bristol	Temporary 1-5 yrs.	Large Amount of Handling with Small Amount of Folding
8	Gloria Ledger Darien Index Bristol	Gloria Ledger Darien Index Bristol		Moderate Amount of Handling of Rough or Abusive Character
9	Acceptance Bond Telephone Bond	Acceptance Bond Telephone Bond		Moderate Amount of Handling with Small Amount of Folding
10	Norman Bond	Norman Bond		Small Amount of Handling of a Rough or Abusive Character
11	Telephone Bond Mt. Tom Mills Mt. Nonotuck Mills	Telephone Bond Mt. Tom Mills Mt. Nonotuck Mills		Small Amount of Handling
12	Manuscript Cover		Permanent 20 yrs. or over	Large Amount of Handling of Rough and Abusive Character

Selecting  
Page Sizes

Sheet Sizes

Substance  
Weight

Colored  
Papers

Finish-  
Formation

Impress

Postage  
Rates

envelopes

Making  
Orders

Bulking

Eagle-A  
Line

Inde

# Stationery—Kinds and Grades of Paper Suitable for—

Executive Letterheads      Social Writing Paper      General Letterheads      Envelopes

NOTE: As Envelopes should always be made of the same kind and grade of paper as the letterhead, recommendations for letterheads apply also to envelopes.

The groups of papers below meet the use-requirements shown in the first column, and the impress-requirements indicated at the top of each column. The Chart shows the *kinds* and *grades* suitable for given purpose. For information as to selecting among different *kinds* (Bonds, Books, Covers, etc.), see page 9.

Use-Requirements	Type or Line Cuts	Half-tones	Lithography	Offset	Die Stamping and Embossing
<b>Section 1</b> <b>Ordinary Usage</b> (Where the printed piece does not require unusual strength of paper, extra bulk to weight, or extra quality.)	<i>Bonds</i> Contract* 1-3-4 Airport 3-4 Chevrion 3-4 Acceptance* 1-3-4 Roman* 4 Telephone* 4	† <i>Bonds</i> Contract* 1-3-4 Airport 3 Chevrion 3-4 Acceptance* 1-3 Roman* 4 Telephone* 4  <i>Ledgers</i> Account Linen Extension* Gloria Telephone	<i>Bonds</i> Contract* 1-3-4 Airport 3-4 Chevrion 3-4 Acceptance* 1-3-4 Roman* 4 Telephone* 4  <i>Writings</i> Parsons Tinted* Wauregan Colored Flats* Mt. Nonotuck Mills Mt. Tom Mills	<i>Linen</i> Colonial Audle Scotia Rival  <i>Ledgers</i> Account Linen Extension* Gloria Telephone  <i>Writings</i> Parsons Tinted* Wauregan Colored Flats* Mt. Nonotuck Mills Mt. Tom Mills  <i>Offsets</i> Beebe Chester Dickinson	<i>Bonds</i> Coupon* 1-2-3-4 Agawam 2-4 Persian* 3-4 Contract* 1-3-4 Airport 3-4 Chevrion 3-4  <i>Linen</i> U. S. Linen Colonial  <i>Ledgers</i> Government Record* Brunswick Linen*  <i>Writings</i> Old Chester Mills 1-2 Parsons Tinted*
	<i>Bonds</i> Contract* 1-3-4 Airport 3-4 Chevrion 3-4 Acceptance* 1-3-4 Roman* 4 Telephone* 4	† <i>Bonds</i> Contract* 1-3-4 Airport 3 Chevrion 3-4 Acceptance* 1-3 Roman* 4 Telephone* 4  <i>Ledgers</i> Account Linen Extension* Gloria Telephone	<i>Bonds</i> Contract* 1-3-4 Airport 3-4 Chevrion 3-4 Acceptance* 1-3-4 Roman* 4 Telephone* 4  <i>Writings</i> Parsons Tinted* Wauregan Colored Flats* Mt. Nonotuck Mills Mt. Tom Mills	<i>Linen</i> Colonial Audle Scotia Rival  <i>Ledgers</i> Account Linen Extension* Gloria Telephone  <i>Writings</i> Parsons Tinted* Wauregan Colored Flats* Mt. Nonotuck Mills Mt. Tom Mills  <i>Offsets</i> Beebe Chester Dickinson	<i>Bonds</i> Coupon* 1-2-3-4 Agawam 2-4 Persian* 3-4 Contract* 1-3-4 Airport 3-4 Chevrion 3-4  <i>Linen</i> U. S. Linen Colonial  <i>Ledgers</i> Government Record* Brunswick Linen*  <i>Writings</i> Old Chester Mills 1-2 Parsons Tinted*
	<i>Bonds</i> Contract* 1-3-4 Airport 3-4 Chevrion 3-4 Acceptance* 1-3-4 Roman* 4 Telephone* 4	† <i>Bonds</i> Contract* 1-3-4 Airport 3 Chevrion 3-4 Acceptance* 1-3 Roman* 4 Telephone* 4  <i>Ledgers</i> Account Linen Extension* Gloria Telephone	<i>Bonds</i> Contract* 1-3-4 Airport 3-4 Chevrion 3-4 Acceptance* 1-3-4 Roman* 4 Telephone* 4  <i>Writings</i> Parsons Tinted* Wauregan Colored Flats* Mt. Nonotuck Mills Mt. Tom Mills	<i>Linen</i> Colonial Audle Scotia Rival  <i>Ledgers</i> Account Linen Extension* Gloria Telephone  <i>Writings</i> Parsons Tinted* Wauregan Colored Flats* Mt. Nonotuck Mills Mt. Tom Mills  <i>Offsets</i> Beebe Chester Dickinson	<i>Bonds</i> Coupon* 1-2-3-4 Agawam 2-4 Persian* 3-4 Contract* 1-3-4 Airport 3-4 Chevrion 3-4  <i>Linen</i> U. S. Linen Colonial  <i>Ledgers</i> Government Record* Brunswick Linen*  <i>Writings</i> Old Chester Mills 1-2 Parsons Tinted*
	<i>Bonds</i> Contract* 1-3-4 Airport 3-4 Chevrion 3-4 Acceptance* 1-3-4 Roman* 4 Telephone* 4	† <i>Bonds</i> Contract* 1-3-4 Airport 3 Chevrion 3-4 Acceptance* 1-3 Roman* 4 Telephone* 4  <i>Ledgers</i> Account Linen Extension* Gloria Telephone	<i>Bonds</i> Contract* 1-3-4 Airport 3-4 Chevrion 3-4 Acceptance* 1-3-4 Roman* 4 Telephone* 4  <i>Writings</i> Parsons Tinted* Wauregan Colored Flats* Mt. Nonotuck Mills Mt. Tom Mills	<i>Linen</i> Colonial Audle Scotia Rival  <i>Ledgers</i> Account Linen Extension* Gloria Telephone  <i>Writings</i> Parsons Tinted* Wauregan Colored Flats* Mt. Nonotuck Mills Mt. Tom Mills  <i>Offsets</i> Beebe Chester Dickinson	<i>Bonds</i> Coupon* 1-2-3-4 Agawam 2-4 Persian* 3-4 Contract* 1-3-4 Airport 3-4 Chevrion 3-4  <i>Linen</i> U. S. Linen Colonial  <i>Ledgers</i> Government Record* Brunswick Linen*  <i>Writings</i> Old Chester Mills 1-2 Parsons Tinted*
	<i>Bonds</i> Contract* 1-3-4 Airport 3-4 Chevrion 3-4 Acceptance* 1-3-4 Roman* 4 Telephone* 4	† <i>Bonds</i> Contract* 1-3-4 Airport 3 Chevrion 3-4 Acceptance* 1-3 Roman* 4 Telephone* 4  <i>Ledgers</i> Account Linen Extension* Gloria Telephone	<i>Bonds</i> Contract* 1-3-4 Airport 3-4 Chevrion 3-4 Acceptance* 1-3-4 Roman* 4 Telephone* 4  <i>Writings</i> Parsons Tinted* Wauregan Colored Flats* Mt. Nonotuck Mills Mt. Tom Mills	<i>Linen</i> Colonial Audle Scotia Rival  <i>Ledgers</i> Account Linen Extension* Gloria Telephone  <i>Writings</i> Parsons Tinted* Wauregan Colored Flats* Mt. Nonotuck Mills Mt. Tom Mills  <i>Offsets</i> Beebe Chester Dickinson	<i>Bonds</i> Coupon* 1-2-3-4 Agawam 2-4 Persian* 3-4 Contract* 1-3-4 Airport 3-4 Chevrion 3-4  <i>Linen</i> U. S. Linen Colonial  <i>Ledgers</i> Government Record* Brunswick Linen*  <i>Writings</i> Old Chester Mills 1-2 Parsons Tinted*
	<i>Bonds</i> Contract* 1-3-4 Airport 3-4 Chevrion 3-4 Acceptance* 1-3-4 Roman* 4 Telephone* 4	† <i>Bonds</i> Contract* 1-3-4 Airport 3 Chevrion 3-4 Acceptance* 1-3 Roman* 4 Telephone* 4  <i>Ledgers</i> Account Linen Extension* Gloria Telephone	<i>Bonds</i> Contract* 1-3-4 Airport 3-4 Chevrion 3-4 Acceptance* 1-3-4 Roman* 4 Telephone* 4  <i>Writings</i> Parsons Tinted* Wauregan Colored Flats* Mt. Nonotuck Mills Mt. Tom Mills	<i>Linen</i> Colonial Audle Scotia Rival  <i>Ledgers</i> Account Linen Extension* Gloria Telephone  <i>Writings</i> Parsons Tinted* Wauregan Colored Flats* Mt. Nonotuck Mills Mt. Tom Mills  <i>Offsets</i> Beebe Chester Dickinson	<i>Bonds</i> Coupon* 1-2-3-4 Agawam 2-4 Persian* 3-4 Contract* 1-3-4 Airport 3-4 Chevrion 3-4  <i>Linen</i> U. S. Linen Colonial  <i>Ledgers</i> Government Record* Brunswick Linen*  <i>Writings</i> Old Chester Mills 1-2 Parsons Tinted*
	<i>Bonds</i> Contract* 1-3-4 Airport 3-4 Chevrion 3-4 Acceptance* 1-3-4 Roman* 4 Telephone* 4	† <i>Bonds</i> Contract* 1-3-4 Airport 3 Chevrion 3-4 Acceptance* 1-3 Roman* 4 Telephone* 4  <i>Ledgers</i> Account Linen Extension* Gloria Telephone	<i>Bonds</i> Contract* 1-3-4 Airport 3-4 Chevrion 3-4 Acceptance* 1-3-4 Roman* 4 Telephone* 4  <i>Writings</i> Parsons Tinted* Wauregan Colored Flats* Mt. Nonotuck Mills Mt. Tom Mills	<i>Linen</i> Colonial Audle Scotia Rival  <i>Ledgers</i> Account Linen Extension* Gloria Telephone  <i>Writings</i> Parsons Tinted* Wauregan Colored Flats* Mt. Nonotuck Mills Mt. Tom Mills  <i>Offsets</i> Beebe Chester Dickinson	<i>Bonds</i> Coupon* 1-2-3-4 Agawam 2-4 Persian* 3-4 Contract* 1-3-4 Airport 3-4 Chevrion 3-4  <i>Linen</i> U. S. Linen Colonial  <i>Ledgers</i> Government Record* Brunswick Linen*  <i>Writings</i> Old Chester Mills 1-2 Parsons Tinted*
	<i>Bonds</i> Contract* 1-3-4 Airport 3-4 Chevrion 3-4 Acceptance* 1-3-4 Roman* 4 Telephone* 4	† <i>Bonds</i> Contract* 1-3-4 Airport 3 Chevrion 3-4 Acceptance* 1-3 Roman* 4 Telephone* 4  <i>Ledgers</i> Account Linen Extension* Gloria Telephone	<i>Bonds</i> Contract* 1-2-3-4 Agawam 2-4 Persian* 3-4 Airport 3-4 Chevrion 3-4  <i>Writings</i> Coupon* 1-2-3-4 Agawam 2-4 Persian* 3-4 Airport 3-4 Chevrion 3-4  <i>Linen</i> U. S. Linen Colonial	<i>Linen</i> U. S. Linen Colonial  <i>Ledgers</i> Government Record* Brunswick Linen*  <i>Writings</i> Old Chester Mills 1-2 Parsons Tinted*	<i>Bonds</i> Coupon* 1-2-4 Agawam 3-4 Persian* 3-4 Airport 3-4 Chevrion 3-4  <i>Linen</i> U. S. Linen
	<i>Bonds</i> Contract* 1-3-4 Airport 3-4 Chevrion 3-4 Acceptance* 1-3-4 Roman* 4 Telephone* 4	† <i>Bonds</i> Contract* 1-3-4 Airport 3 Chevrion 3-4 Acceptance* 1-3 Roman* 4 Telephone* 4  <i>Ledgers</i> Account Linen Extension* Gloria Telephone	<i>Bonds</i> Contract* 1-2-3-4 Agawam 2-4 Persian* 3-4 Airport 3-4 Chevrion 3-4  <i>Writings</i> Coupon* 1-2-3-4 Agawam 2-4 Persian* 3-4 Airport 3-4 Chevrion 3-4  <i>Linen</i> U. S. Linen Colonial	<i>Linen</i> U. S. Linen Colonial  <i>Ledgers</i> Government Record* Brunswick Linen*  <i>Writings</i> Old Chester Mills 1-2 Parsons Tinted*	<i>Bonds</i> Coupon* 1-2-4 Agawam 3-4 Persian* 3-4 Airport 3-4 Chevrion 3-4  <i>Linen</i> U. S. Linen
<b>Section 2</b> <b>De Luxe Appearance</b> (Where the printed piece has to meet unusual handling, folding and lasting conditions)	<i>Bonds</i> Coupon* 1-2-3-4 Agawam 2-4 Persian* 3-4 Airport 3-4 Chevrion 3-4  <i>Linen</i> U. S. Linen Colonial	† <i>Bonds</i> Coupon* 1-2-3-4 Agawam 2-4 Persian* 3-4 Airport 3-4 Chevrion 3-4  <i>Ledgers</i> Government Record* Brunswick Linen*	<i>Bonds</i> Coupon* 1-2-3-4 Agawam 2-4 Persian* 3-4 Airport 3-4 Chevrion 3-4  <i>Writings</i> Coupon* 1-2-3-4 Agawam 2-4 Persian* 3-4 Airport 3-4 Chevrion 3-4  <i>Linen</i> U. S. Linen Colonial	<i>Linen</i> U. S. Linen Colonial  <i>Ledgers</i> Government Record* Brunswick Linen*  <i>Writings</i> Old Chester Mills 1-2 Parsons Tinted*	<i>Bonds</i> Coupon* 1-2-4 Agawam 3-4 Persian* 3-4 Airport 3-4 Chevrion 3-4  <i>Linen</i> U. S. Linen

Permanency (Where more than 20 years' lasting quality is required.)	Section 3				Section 4		Severe Treatment (Where a paper is required to withstand excessive rough treat- ment, handling and folding.)
	Writings	Writings	Book	Book	Offsets	Ledgers	
	Old Chester Mills 1-2 Parsons Tinted*  Books Deckle d'Aigle* 2 American Vellum* 2  Weddings Arden 2 Biscay* 2	Old Chester Mills 1-2 Parsons Tinted*  Book American Vellum* 2  •	American Vellum* 2		Albion Beebe	Ledgers Government Record* Brunswick Linen* Writings Old Chester Mills 1-2 Parsons Tinted* Books Deckle d'Aigle* 2 American Vellum 2 Arden 2 Weddings Chesterfield Pap.* 2 Dorington Pap.* 2	
	Bonds Coupon* 1-2-3-4 Agawam 2-4 Persian* 3-4  Linen U. S. Linen Colonial Ledgers Government Record* Brunswick Linen* Writing Old Chester Mills 1-2 Books Deckle d'Aigle* 2 Wedding Arden 2 Biscay* 2	† Bonds Coupon* 1-2-3-4 Agawam 2-4 Persian* 3-4  Ledgers Government Record* Brunwick Linen* Writing Old Chester Mills 1-2	Bonds Coupon* 1-2-3-4 Agawam 2-4 Persian* 3-4  Writing Old Chester Mills 1-2		U. S. Linen Colonial  Ledgers Government Record* Brunswick Linen* Writing Old Chester Mills 1-2	Bonds Coupon* 1-2-3-4 Agawam 2-4 Persian* 3-4  Linen U. S. Linen Colonial Ledgers Government Record* Brunswick Linen* Writing Old Chester Mills 1-2 Book Deckle d'Aigle* 2 Arden 2 Biscay* 2	
	Bonds Coupon* 1-2-3-4 Agawam 2-4 Persian* 3-4  Ledgers Government Record* Brunswick Linen* Book Deckle d'Aigle* 2	† Bonds Coupon* 1-2-3-4 Agawam 2-4 Persian* 3-4  Ledgers Government Record* Brunswick Linen* Book Deckle d'Aigle* 2	Bonds Coupon* 1-2-3-4 Agawam 2-4 Persian* 3-4		Government Record* Brunswick Linen*	Bonds Coupon* 1-2-3-4 Agawam 2-4 Persian* 3-4  Ledgers Government Record* Brunswick Linen* Book Deckle d'Aigle* 2	

\*Paper made in more than one color.  
†By using especial care in engravings and make-ready, these papers can be printed with 133-line screen half-tones.  
For detailed information about each paper, see white section of the Handbook.  
1. Obtainable in attractive cabinets containing stationery sheets in practical sizes and envelopes to match. See Commercial Stationery Cabinets, pages 255-259.

2. Obtainable in boxes containing stationery sheets in practical sizes for social, semi-social and commercial stationery and envelopes to match. See Announcement Line on pages 245-254.  
3. Obtainable in boxes containing sheets cut to sizes practical for typewriter use. See Typewriter Line, pages 260-271.  
4. Obtainable in writing tablet form. See Writing Tablets, page 274.

\*Paper made in more than one color.  
†By using special care in engravings and make-ready, these papers can be printed with 113-line screen half-tones.  
For detailed information about each paper, see white section of the Handbook.  
1. Obtainable in attractive cabinets containing stationery sheets in practical sizes and envelopes to match. See Commercial Stationery Cabinets, pages 255-259.

2. Obtainable in boxes containing stationery sheets in practical sizes for social, semi-social and commercial stationery and envelopes to match. See Announcement Line on pages 245-254.  
3. Obtainable in boxes containing sheets cut to sizes practical for typewriter use. See Typewriter Line, pages 260-271.  
4. Obtainable in writing tablet form. See Writing Tablets, page 274.

Selecting  
Paper Sizes

Sheet Sizes

Substance  
Weight

Colored  
Papers

Finish-  
Formation

Impress

Postage  
rates

envelopes

Making  
Orders

Bulk  
Orders

Eagle  
Line

# *Styles and Sizes of Printed Pieces*

THE style and size of any printed piece may be practical or impractical in relation to its economy in production. By style is meant the shape, number of pages, and folding.

## *Practical Styles*

Practical styles are those which best meet the use-requirements which cut, fold, and print without waste from standard sheet sizes. They mean a saving in paper and labor. Everything that can be economically folded can be printed, but everything that can be printed *cannot* be economically folded. Select a practical style for the piece before planning the printing.

Illustrations of practical styles for printing, advertising, and publishing use are shown on pages 26 and 27.

## *Practical Sizes*

Practical sizes are those which cut, print, and fold without waste from standard sheet sizes. On pages 28 to 46 are shown a series of charts which give a number of printed piece sizes. These sizes will meet all the ordinary essential use-requirements. They are cut from standard sheet sizes. Each chart is arranged so that all printed piece sizes which approximate a general size are grouped together for convenient selection. Thus, if an approximate size has been determined upon, turn to the chart that embodies the group.

### INDEX TO CHARTS

Practical Untrimmed Sizes of Printed Pieces that Cut Without Waste from Quality-Standard Sheet Sizes:

	Pages
Printed piece sizes that approximate 2 x 3 .....	28-29
“ “ “ “ “ 3 x 4 .....	30-31
“ “ “ “ “ 3 x 6 .....	32-33
“ “ “ “ “ 4 x 5 .....	34-35
“ “ “ “ “ 4 x 9 .....	36-37
“ “ “ “ “ 5 x 7 .....	38-39
“ “ “ “ “ 6 x 9 .....	40-41
“ “ “ “ “ 7 x 10 .....	42-43
“ “ “ “ “ 8 x 11-9 x 12 .....	44-45

## *The Selection of a General Size*

The selection of a general size for a printed piece should be considered in relation to the following factors:

1. The amount of space necessary to carry a message, the size of type, and size and number of illustrations.
2. Recommendations that may be in force by the class of readers to whom the pieces are to be sent and used, such as the National Association of Purchasing Agents.

3. The customary size of similar pieces and envelopes, such as letterheads, checks, etc.
4. The cost of mailing.
5. Post Office recommendations and regulations.
6. The adaptability to filing and other uses.

### *The Relation Between Styles and Sizes and Standard Sheets*

Standard sheet sizes are those which have been developed at the demand of users and buyers of printing to meet ordinary and essential use-requirements in the printing, advertising and publishing fields. An exhaustive survey made by the Committee on the Simplification of Page Sizes, appointed through the Bureau of Standards by the Department of Commerce, Washington, D.C., shows that with but a slight change of from  $\frac{1}{8}$ " to  $\frac{3}{8}$ " in the dimensions, practically all present-day printing, publishing and advertising pieces could be cut, printed and folded without waste from these standard sheet sizes.

The use of impractical sizes, those which necessitate the making of non-standard sheet sizes in order to eliminate waste, may seem to be an immediate economy, but in order to get this special sheet size the user gives up all the quality benefits of standardized quantity production.

Non-standard papers or papers which have to be made to order are, at the best, experiments, while standard papers are known factors whose qualities have been tested by continual usage.

For example, the use of a 31" x 41" sheet, in place of a standard 32" x 44", may save about \$20.00 on an order as large as 4,000 pounds; in exchange for this saving the user runs the risk of having to buy an over-run of 10%, costing approximately \$35.00. If he gets the exact amount of paper he ordered, he either has to pay for the wastage and the manufacturers' time in adjusting the grade to his specification or there is a variation in the stock.

In non-standard papers the user gets "green," unseasoned stock which may cost far more than the \$20.00 "saved," as he realizes when he sees the poor register of the printing.

Then again, he must wait for delivery. If the stock is not satisfactory, the printer is put to the inconvenience of waiting until a new lot of paper is made. He has lost the chance of buying seasoned, finished stock made under the most favorable conditions when an impractical piece size is specified which necessitates the use of non-standard papers.

Selecting  
Page Sizes

Sheet Sizes

Substance  
Weight

Colored  
Papers

Finish-  
Formation

Impress

Postage  
Rates

Envelopes

Making  
Orders

Bulk  
Papers

Eagle  
Line

Ref  
Cut

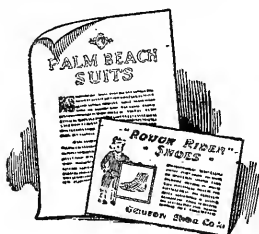
Index

## THE STANDARD FORMS OR VEHICLES FOR PRINTED MESSAGES

THE illustrations indicate those forms or styles which an analysis of more than 30,000 individual printing jobs shows to comprise 99% of the requirements of printers, advertisers and publishers.

They are the forms, signatures or vehicles upon which all standard paper sizes are based. There are possible, of course, a great many variations of these forms obtainable simply by folding sheets off center, as short end folds, and the like.

Attention value should be dependent upon illustration, color and typographic display rather than upon oddly proportioned shapes and freak folds. The tendency to-day is toward consecutive reading, and these forms cover every requirement in the presentation of a printed message whether it be a circular, booklet or a catalog.



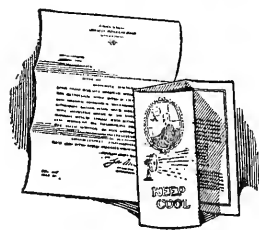
*Illustration No. 1—Single Sheet or Two-page Form.*

Either, of course, may be folded again to fit envelopes; for example, a letterhead is a single or a two-page form and, obviously, is folded to fit an envelope.



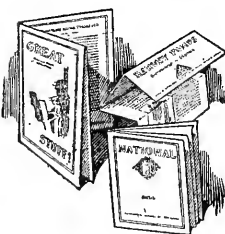
*Illustration No. 2—Four Pages, One Fold.*

Out of an examination of over 30,000 pieces of advertising literature, 54% were four pages folded once. See pages 28-42 for those sizes that cut and print without waste the four-page form or vehicle.



*Illustration No. 3—Six Pages, Two Parallel Folds.*

This form is used largely for envelope enclosures and stuffers. Nineteen per cent. of over 30,000 pieces of literature examined fell into this type of form or fold. See pages 28-42 for such sizes for this form as cut and fold without waste from the leading sheet sizes.

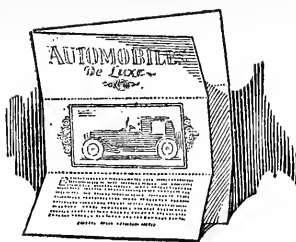


*Illustration No. 4—Eight Pages, Two Parallel or Two Right Angles.*

This is another popular form for printed messages. Out of more than 30,000 pieces of printed advertising literature 14% of them came within the range of these two signatures or forms.

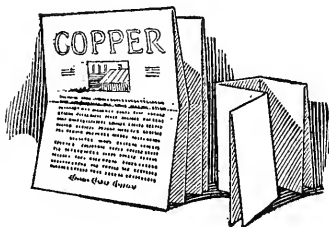
*Illustration No. 5—Twelve Pages, Letter Fold.*

A very popular form for envelope enclosures or for broadsides folded for mailing. This form is mainly for four-page messages that are folded to fit the envelopes. Six per cent. of the advertising literature in a survey representing more than 30,000 individual jobs were in this form.



*Illustration No. 6—Sixteen Pages, Three Right Angles or Two Right Angles and One Parallel.*

These two forms are largely used for booklet work as well as circular work or for broadsides. A sixteen-page form may also be folded in three parallels, but when unstitched it is inconvenient to read. These two forms are also largely used for stitched and trimmed booklet work of sixteen pages.



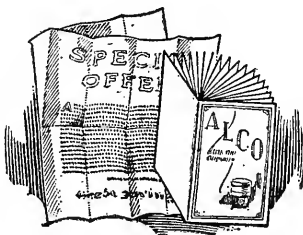
*Illustration No. 7—Twenty-four pages, three Right Angles and One Parallel or Four Right Angles.*

The twenty-four-page unstitched or double letter form represented but one-half of 1% of the more than 30,000 individual pieces analyzed.



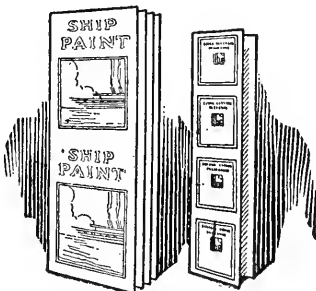
*Illustration No. 8—Thirty-two Pages, Three Right Angles, One Parallel or Four Right Angles.*

This unstitched form represented but a small volume of the unstitched advertising work surveyed. Its principal use is for booklet work. The majority of forms over eight pages are largely used for stitched and trimmed booklet work.



*Illustration No. 9—Gang Work.*

This illustration shows the gang work method of producing large editions of printing jobs or for running two or more jobs at the same time. Booklets printed in gang-work forms show, of course, a marked saving in both press work and binding.



Sheet Sizes

Substance  
Weight

Colored  
Papers

Finish-  
Formation

Impress

Postage  
Rates

Envelopes

Making  
Orders

Bulk  
Papers

Eagle  
Line

Refer  
Gond

Index

# Untrimmed Sizes of Printed Pieces That *Approximate 2 x 3*

The untrimmed sizes in the first column cut without waste from the following standard sheet sizes in Book and Offset papers—25 x 38—26 x 29—30½ x 41—32 x 44—and without waste from the standard sheet sizes in Bonds, Linens and Ledgers—17 x 22—19 x 24

Untrimmed Sizes That Approximate 2 x 3	Standard Sheets From Which Cut Without Waste	PAGE FORMS—4, 8, 16 and 32-Page Signatures, Others Given Below										No. of Covers Out of Standard Size Cover Sheets	
		4-PAGE SIGNATURES		8-PAGE SIGNATURES		16-PAGE SIGNATURES		32-PAGE SIGNATURES		20 x 26		23 x 33	
		No. of Cuts to Sheet	No. of Sheets per M. Copies	No. of Cuts to Sheet	No. of Sheets per M. Copies	No. of Cuts to Sheet	No. of Sheets per M. Copies	No. of Cuts to Sheet	No. of Sheets per M. Copies	1 Up	2 Up	1 Up	2 Up
2 x 3½	25 x 38	Cuts to Waste in 4-Page Signatures		Cuts to Waste in 8-Page Signatures		Cuts to Waste in 16-Page Signatures		Cuts to Waste in 32-Page Signatures		40	20		
2 x 3½	32 x 44	4 x 7¼-1 Up 7¼ x 8-2 Up 8 x 14½-4 Up	11	7¼ x 8-1 Up 8 x 14½-2 Up 14½ x 16-4 Up	21	8 x 14½-1 Up 14½ x 16-2 Up 15½ x 32-4 Up	42	14½ x 16-1 Up 14½ x 32-2 Up	84				
2½ x 3	19 x 24	4¾ x 6-1 Up 6 x 9½-2 Up 9½ x 12-4 Up	32	9½ x 12-1 Up 12 x 19-2 Up 12 x 19-4 Up	63	9½ x 12-1 Up 12 x 19-2 Up 19 x 24-4 Up	125	12 x 19-1 Up 19 x 24-2 Up	250	32	16		
2½ x 3½	25 x 38	4¾ x 6½-1 Up 6½ x 9½-2 Up 9½ x 12½-4 Up	16	6½ x 9½-1 Up 9½ x 12½-2 Up 12½ x 19-4 Up	32	9½ x 12½-1 Up 12½ x 19-2 Up 19 x 25-4 Up	63	12½ x 19-1 Up 19 x 25-2 Up 25 x 38-4 Up	125	32	16		
2½ x 3½	30½ x 41	5½ x 7½-1 Up 7½ x 10½-2 Up 10½ x 15½-4 Up	16	7½ x 10½-1 Up 10½ x 15½-2 Up 15½ x 20½-4 Up	32	10½ x 15½-1 Up 15½ x 20½-2 Up 20½ x 30½-4 Up	63	15½ x 20½-1 Up 20½ x 30½-2 Up 30½ x 41-4 Up	125			36	18
2½ x 4	32 x 44	5½ x 8-1 Up 8 x 11-2 Up 11 x 16-4 Up	16	8 x 11-1 Up 11 x 16-2 Up 16 x 22-4 Up	32	11 x 16-1 Up 16 x 22-2 Up 22 x 32-4 Up	63	16 x 22-1 Up 22 x 32-2 Up 32 x 44-4 Up	125			32	16



# PAGE FORMS—Single Sheet, 6, 12, and 24-Page Signatures, Others Given Above

Untrimmed Sizes That Approximate 2 x 3		Standard Sheets From Which Sizes Cut Without Waste	PAGE FORMS—Single Sheet, 6, 12, and 24-Page Signatures, Others Given Above															No. of Covers Out of Standard Size Cover Sheets		
			SINGLE SHEET			6-PAGE SIGNATURES			12-PAGE SIGNATURES			24-PAGE SIGNATURES			20 x 26					
			No. of Cuts to Sheet	No. of Sheets per M. Copies	No. of Cuts to Sheet	No. of Cuts to Sheet	No. of Sheets per M. Copies	No. of Cuts to Sheet	No. of Sheets per M. Copies	No. of Cuts to Sheet	No. of Sheets per M. Copies	No. of Cuts to Sheet	No. of Sheets per M. Copies	No. of Cuts to Sheet				No. of Sheets per M. Copies	1 Up	2 Up
2 x 3 1/4	25 x 38	144	7	6 1/4 x 12 5/8—1 Up 6 1/4 x 12 5/8—2 Up 9 1/2 x 12 5/8—4 Up	48	21	6 1/4 x 12 5/8—1 Up 6 1/4 x 12 5/8—2 Up 9 1/2 x 12 5/8—4 Up	24	42	12 1/2 x 15 1/2—1 Up 12 1/2 x 15 1/2—2 Up	12	84	12 1/2 x 15 1/2—1 Up 12 1/2 x 15 1/2—2 Up	40	20					
2 x 3 5/8	32 x 44	192	6	Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures		16	11 x 16—1 Up 16 x 22—2 Up 22 x 32—4 Up		63				48	24			
2 3/8 x 3	19 x 24	64	16	Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures				32	16					
2 3/8 x 3 1/4	25 x 38	128	8	Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures				32	16					
2 1/2 x 3 3/4	30 1/2 x 41	128	8	Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures						36	18			
2 3/4 x 4	32 x 44	128	8	Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures						32	16			

NOTE: When strength is the determining factor, the choice is necessarily limited to Bonds, Linens and Ledgers. Printed piece sizes, indicated above, cut without waste from 19" x 24" or 24" x 38" popular sheet sizes in these papers.  
In media of this class it is customary to allow 1/8" trim on top, bottom and sides. These pieces may be trimmed or untrimmed.

ALL FORMS ARE WORK AND TURN UNLESS DESIGNATED SHEETWISE

Sheet Sizes  
Substance Weight  
Colored Papers  
Finish-Formation  
Impress  
Postage Rates  
envelopes  
Making Orders  
Bulkings  
Eagle Line  
Re  
C  
Inde



PAGE FORMS—Single Sheet, 6, 12, and 24-Page Signatures, Others Given Above														No. of Covers Out of Standard Size Cover Sheets				
Untrimmed Sizes That Approximate 3 x 4	Standard Sheets From Which Cut Without Waste	SINGLE SHEET				6-PAGE SIGNATURES			12-PAGE SIGNATURES			24-PAGE SIGNATURES			20 x 26		23 x 33	
		No. of Cuts to Sheet	No. of Sheets per M. Copies	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. Copies	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. Copies	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. Copies	1 Up	2 Up	1 Up	2 Up
2 3/4 x 4 1/4	17 x 22	32	32		Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures						30	15
3 x 4 3/4	19 x 24	32	32		Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures				16	8		
3 1/8 x 4 1/8	25 x 38	72	14	24	6 1/4 x 12 3/8—1 Up 12 1/2 x 12 3/8—2 Up 12 3/8 x 25—4 Up	42		Cuts to Waste in 12-Page Signatures	6	12 3/8 x 25	167				18	9		
3 1/8 x 4 3/4	25 x 38	64	16		Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures				16	8		
3 1/4 x 3 5/8	26 x 29	64	16		Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures						24	12
3 5/8 x 4	32 x 44	96	11	32	8 x 11—1 Up 11 x 16—2 Up 16 x 22—4 Up	32	16	11 x 16—1 Up 16 x 22—2 Up 22 x 32—4 Up	63	8	16 x 22—1 Up 22 x 32—2 Up 32 x 44—4 Up	125					24	12
3 5/8 x 4 1/4	17 x 22	24	42	8	8 1/2 x 11—1 Up 11 x 17—2 Up 17 x 22—4 Up	125	4	11 x 17—1 Up 17 x 22—2 Up	250	2	17 x 22—1 Up	500			12	6		
3 5/8 x 4 1/8	26 x 29	48	21		Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures	4		14 1/2 x 26—1 Up 26 x 29—2 Up	250			12	6		

Note: When strength is the determining factor, the choice is necessarily limited to Bonds, Linens and Ledgers. Printed piece sizes, indicated above, cut without waste from 19" x 24" or 24" x 38" popular sheet sizes in these papers.  
 In media of this class it is customary to allow 1/8" trim on top, bottom and sides. These pieces may be trimmed or untrimmed.

ALL FORMS ARE WORK AND TURN UNLESS DESIGNATED SHEETWISE

Sheet Sizes  
 Substance Weight  
 Colored Papers  
 Finish-Formation  
 Impress  
 Postage Rates  
 Envelopes  
 Making Orders  
 Bulkings  
 Eagle Line  
 Re Co  
 Inde

# Untrimmed Sizes of Printed Pieces That *Approximate* 3 x 6

The untrimmed sizes in the first column cut without waste from the following standard sheet sizes in Book and Offset papers—25 x 38—26 x 29—30½ x 41—32 x 44—and without waste from the standard sheet sizes in Bonds, Linens and Ledgers—17 x 22—19 x 24

PAGE FORMS—4, 8, 16 and 32-Page Signatures, Others Given Below		No. of Covers Out of Standard Size Cover Sheets																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
Untrimmed Sizes That Approximate 3 x 6	Standard Sheets From Which Cut Without Waste	4-PAGE SIGNATURES		8-PAGE SIGNATURES		16-PAGE SIGNATURES		32-PAGE SIGNATURES		No. of Covers Out of Standard Size Cover Sheets																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
		Size of Cuts for One Up and Gang Work	No. of Cuts to Sheet	No. of Sheets per M. to Copies	Size of Cuts for One Up and Gang Work	No. of Sheets per M. to Copies	Size of Cuts for One Up and Gang Work	No. of Sheets per M. to Copies	Size of Cuts for One Up and Gang Work	No. of Sheets per M. to Copies	1 Up	2 Up	1 Up	2 Up																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
2½ x 5½	17 x 22																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													</

PAGE FORMS—Single Sheet, 6, 12, and 24-Page Signatures, Others Given Above										No. of Covers Out of Standard Size Cover Sheets			
Untrimmed Sizes That Approximate 3 x 6	Standard Sheets From Which Sizes Cut Without Waste	SINGLE SHEET			6-PAGE SIGNATURES			12-PAGE SIGNATURES			24-PAGE SIGNATURES		
		No. of Cuts to Sheet	No. of Sheets per M. Copies	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. Copies	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. Copies	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. Copies	No. of Cuts to Sheet
2 3/4 x 5 1/2	17 x 22	24	42	8	8 1/2 x 11 —1 Up 11 x 17 —2 Up 17 x 22 —4 Up	125	4	11 x 17 —1 Up 17 x 22 —2 Up	250	2	17 x 22 —1 Up	500	
3 1/8 x 6	19 x 24	24	42	8	9 1/2 x 12 —1 Up 12 x 19 —2 Up 19 x 24 —4 Up	125	4	12 x 19 —1 Up 19 x 24 —2 Up	250	2	19 x 24 —1 Up	500	
3 1/8 x 6 1/4	25 x 38	48	21	16	9 1/2 x 12 1/2 —1 Up 12 1/2 x 19 —2 Up 19 x 25 —4 Up	63	8	12 1/2 x 19 —1 Up 19 x 25 —2 Up 25 x 38 —4 Up	125	4	19 x 25 —1 Up 25 x 38 —2 Up	250	
3 1/4 x 7 1/4	26 x 29	32	32										
3 5/8 x 6 1/2	26 x 29	32	32										
3 3/4 x 6 3/4	30 1/2 x 41	48	21							4	20 1/2 x 39 1/2 —1 Up 30 1/2 x 41 —2 Up	250	

Note: When strength is the determining factor, the choice is necessarily limited to Bonds, Linens and Ledgers. Printed piece sizes, indicated above, cut without waste from 19" x 24" or 24" x 38" popular sheet sizes in these papers.

In media of this class it is customary to allow 1/8" trim on top, bottom and sides. These pieces may be trimmed or untrimmed.

ALL FORMS ARE WORK AND TURN UNLESS DESIGNATED SHEETWISE

Sheet Sizes

Substance Weight

Colored Papers

Finish-Formation

Impress

Postage Rates

Envelopes

Making Order

Bulking

Eagle Line

Ref. Col.

Index

The untrimmed sizes in the first column cut without waste from the following standard sheet sizes in Book and Offset papers—25 x 38—26 x 29—30½ x 41—32 x 44—and without waste from the standard sheet sizes in Bonds, Linens and Ledgers—17 x 22—19 x 24

[ 34 ]

PAGE FORMS—Single Sheet, 6, 12, and 24-Page Signatures, Others Given Above														No. of Covers Out of Standard Size Cover Sheets			
Untrimmed Sizes That Approximate 4 x 5	Standard Sheets From Which Sizes Cut Without Waste	SINGLE SHEET			6-PAGE SIGNATURES			12-PAGE SIGNATURES			24-PAGE SIGNATURES			20 x 26		23 x 33	
		No. of Cuts to Sheet	No. of Sheets per M. Copies	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets Cuts to per M. Copies	Size of Cuts for One Up and Gang Work	No. of Sheets Cuts to per M. Copies	Size of Cuts for One Up and Gang Work	No. of Sheets Cuts to per M. Copies	Size of Cuts for One Up and Gang Work	No. of Sheets Cuts to per M. Copies	1 Up	2 Up	1 Up	2 Up	
3 3/4 x 5 1/4	30 1/2 x 41	64	16		Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures				18	9	
4 x 4 3/4	19 x 24	24	42	8	9 1/2 x 12—1 Up 12 x 19—2 Up 19 x 24—4 Up	125	4	12 x 19—1 Up 19 x 24—2 Up	250	2	19 x 24—1 Up	500	12	6			
4 x 4 7/8	32 x 44	72	14		Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures		6	14 1/2 x 32—1 Up	167	12	6			
4 x 5 1/2	32 x 44	64	16		Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures				16	8	
4 1/4 x 5 1/2	17 x 22	16	63		Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures				12	6	

NOTE: When strength is the determining factor, the choice is necessarily limited to Bonds, Linens and Ledgers. Printed piece sizes, indicated above, cut without waste from 19" x 24" or 24" x 38" popular sheet sizes in these papers.

In media of this class it is customary to allow  $\frac{1}{8}$ " trim on top, bottom and sides. These pieces may be trimmed or untrimmed.

ALL FORMS ARE WORK AND TURN UNLESS DESIGNATED SHEETWISE

Sheet Sizes

Substance Weight

Colored Papers

Finish-Formation

Impress

Postage Rates

envelopes

Making Order

Bulking

Eagle-A Line

Re

Inde

The untrimmed sizes in the first column cut without waste from the following standard sheet sizes in Book and Offset papers—25 x 38  
—26 x 29—30½ x 41—32 x 44—and without waste from the standard sheet sizes in Bonds, Linens and Ledgers—17 x 22—19 x 24

[ 36 ]



PAGE FORMS—Single Sheet, 6, 12, and 24-Page Signatures, Others Given Above														No. of Covers Out of Standard Size Cover Sheets		
Untrimmed Sizes That Approximate 4 x 9	Standard Sheets From Which Cut Without Waste	SINGLE SHEET			6-PAGE SIGNATURES			12-PAGE SIGNATURES			24-PAGE SIGNATURES			20 x 26	23 x 33	
		No. of Cuts to Sheet	No. of Sheets per M. Copies	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. Copies	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. Copies	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. Copies				
3 3/8 x 7 5/8	30 1/2 x 41	43	21	16	10 1/4 x 15 1/4—1 Up 15 1/4 x 20 1/2—2 Up 20 1/2 x 30 1/2—4 Up	63	8	15 1/4 x 20 1/2—1 Up 20 1/2 x 30 1/2—2 Up 30 1/2 x 41—4 Up	125	4	20 1/2 x 30 1/2—1 Up 30 1/2 x 41—2 Up	250	1 Up	2 Up	1 Up	2 Up
3 5/8 x 8	32 x 44	43	21	16	11 x 16—1 Up 16 x 22—2 Up 22 x 32—4 Up	63	8	16 x 22—1 Up 22 x 32—2 Up 32 x 44—4 Up	125	4	22 x 32—1 Up 32 x 44—2 Up	250			12	6
3 5/8 x 8 1/2	17 x 22	12	84	4	11 x 17—1 Up 17 x 22—2 Up	250 500	2	17 x 22—1 Up	500	1	17 x 22—1 Up Sheetwise	1000	6	3		
3 5/8 x 8 5/8	26 x 29	24	42		Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures		2	26 x 29—1 Up	500	6	3		
3 1/8 x 9 1/2	25 x 38	32	32		Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures		8	4		
4 x 9 1/2	19 x 24	12	84	4	12 x 19—1 Up 19 x 24—2 Up	250 500	2	19 x 24—1 Up	500	1	19 x 24	1000	6	3		
4 1/8 x 9 1/2	25 x 38	24	42	8	12 1/2 x 19—1 Up 19 x 25—2 Up 25 x 38—4 Up	125	4	19 x 25—1 Up 25 x 38—2 Up	250	2	25 x 38—1 Up	500	6	3		

NOTE: When strength is the determining factor, the choice is necessarily limited to Bonds, Linens and Ledgers. Printed piece sizes, indicated above, cut without waste from 19" x 24" or 24" x 38" popular sheet sizes in these papers.

In media of this class it is customary to allow 3/8" trim on top, bottom and sides. These pieces may be trimmed or untrimmed.

ALL FORMS ARE WORK AND TURN UNLESS DESIGNATED SHEETWISE

NOTE: When strength is the determining factor, the choice is necessarily limited to Bonds, Linens and Ledgers. Printed piece sizes, indicated above, cut without waste from 19" x 24" or 24" x 38" popular sheet sizes in these papers.

In media of this class it is customary to allow 1/8" trim on top, bottom and sides. These pieces may be trimmed or untrimmed.

ALL FORMS ARE WORK AND TURN UNLESS DESIGNATED SHEETWISE

Sheet Sizes  
Substance Weight  
Colored Papers  
Finish-Formation  
Impress  
Postage Rates  
envelopes  
Mail Order  
Bulking  
Eagle Line  
Re  
Cu  
Indo

# Untrimmed Sizes of Printed Pieces That *Approximate* 5 x 7

The untrimmed sizes in the first column cut without waste from the following standard sheet sizes in Book and Offset papers—25 x 38—26 x 29—30½ x 41—32 x 44—and without waste from the standard sheet sizes in Bonds, Linens and Ledgers—17 x 22—19 x 24

Untrimmed Sizes That Approximate 5 x 7	Standard Sheets From Which Cut Without Waste	PAGE FORMS—4, 8, 16 and 32-Page Signatures, Others Given Below										No. of Covers Out of Standard Size Cover Sheets	
		4-PAGE SIGNATURES		8-PAGE SIGNATURES		16-PAGE SIGNATURES		32-PAGE SIGNATURES		20 x 26		23 x 33	
		No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets Cuts to per M. to Copies	Size of Cuts for One Up and Gang Work	No. of Sheets Cuts to per M. to Copies	Size of Cuts for One Up and Gang Work	No. of Sheets Cuts to per M. to Copies	Size of Cuts for One Up and Gang Work	No. of Sheets Cuts to per M. to Copies	No. of Sheets Cuts to per M. to Copies	No. of Sheets Cuts to per M. to Copies	No. of Sheets Cuts to per M. to Copies
4¾ x 6	19 x 24	8	9½ x 12 —1 Up 12 x 19 —2 Up 19 x 24 —4 Up	125	4	12 x 19 —1 Up 19 x 24 —2 Up	250	2	19 x 24—1 Up	500			
4¾ x 6¾	25 x 38	16	9½ x 12½—1 Up 12½ x 19 —2 Up 19 x 25 —4 Up	63	8	12½ x 19 —1 Up 19 x 25 —2 Up 25 x 38 —4 Up	125	4	19 x 25—1 Up 25 x 38—2 Up	250			
4¾ x 7¼	26 x 29	12	8½ x 14½—1 Up	84		Cuts to Waste in 8-Page Signatures			Cuts to Waste in 16-Page Signatures				
5¼ x 7¾	30½ x 41	16	10¼ x 15¼—1 Up 15¼ x 20½—2 Up 20½ x 30½—4 Up	63	8	15¼ x 26½—1 Up 20½ x 30½—2 Up 30½ x 41 —4 Up	125	4	20½ x 30½—1 Up 30½ x 41 —2 Up	250			
5¼ x 7¼	32 x 44	18	10¾ x 14½—1 Up	56		Cuts to Waste in 8-Page Signatures			Cuts to Waste in 16-Page Signatures				
5¼ x 8	32 x 44	16	11 x 16 —1 Up 16 x 22 —2 Up 22 x 32 —4 Up	63	8	16 x 22—1 Up 22 x 32—2 Up 32 x 44—4 Up	125	4	22 x 32—1 Up 32 x 44—2 Up	250			
5½ x 8½	17 x 22	4	11 x 17 —1 Up 17 x 22 —2 Up	250	2	17 x 22—1 Up	500		Cuts to Waste in 16-Page Signatures				

PAGE FORMS—Single Sheet, 6, 12, and 24-Page Signatures, Others Given Above														No. of Covers Out of Standard Size Cover Sheets			
Untrimmed Sizes That Approximate 5 x 7	Standard Sheets From Which Cut Without Waste	SINGLE SHEET			6-PAGE SIGNATURES			12-PAGE SIGNATURES			24-PAGE SIGNATURES			20 x 26		23 x 33	
		No. of Cuts to Sheet	No. of Sheets per M. Copies	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. Copies	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. Copies	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. Copies	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. Copies	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work
4 3/4 x 6	19 x 24	16	63		Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures			8	4		
4 3/4 x 6 1/4	25 x 33	32	32		Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures			8	4		
4 1/4 x 7 1/4	26 x 29	24	42	8	13 x 14 1/2 -1 Up 14 1/2 x 26 -2 Up 26 x 29 -4 Up	125	4	14 1/2 x 26 -1 Up 26 x 29 -2 Up	250	2	26 x 29 -1 Up	500		6	3		
5 1/4 x 7 5/8	30 1/2 x 41	32	32		Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures					8	4
5 1/4 x 7 1/4	32 x 44	36	28	12	14 5/8 x 16 -1 Up 14 5/8 x 32 -2 Up	84	6	14 5/8 x 32 -1 Up	167		Cuts to Waste in 24-Page Signatures					8	4
5 1/2 x 8	32 x 44	32	32		Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures					8	4
5 1/2 x 8 1/4	17 x 22	8	125		Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures					6	3

NOTE: When strength is the determining factor, the choice is necessarily limited to Bonds, Linens and Ledgers. Printed piece sizes, indicated above, cut without waste from 19" x 24" or 24" x 38" popular sheet sizes in these papers.  
In media of this class it is customary to allow 1/8" trim on top, bottom and sides. These pieces may be trimmed or untrimmed.

ALL FORMS ARE WORK AND TURN UNLESS DESIGNATED SHEETWISE

Sheet Sizes

Substance Weight

Colored Papers

Finish-Formation

Impress

Postage Rates

Envelopes

Making Orders

Bulk Paper

Eagle-A-Line

Reference Guide

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# Untrimmed Sizes of Printed Pieces That *Approximate* 6 x 9

The untrimmed sizes in the first column cut without waste from the following standard sheet sizes in Book and Offset papers—25 x 38—26 x 29—30½ x 41—32 x 44—and without waste from the standard sheet sizes in Bonds, Linens and Ledgers—17 x 22—19 x 24

Untrimmed Sizes That Approximate 6 x 9	Standard Sheets From Which Sizes Cut Without Waste	PAGE FORMS—4, 8, 16 and 32-Page Signatures, Others Given Below										No. of Covers Out of Standard Size Cover Sheets	
		4-PAGE SIGNATURES		8-PAGE SIGNATURES		16-PAGE SIGNATURES		32-PAGE SIGNATURES		20 x 26		23 x 33	
		No. of Cuts to Sheet	No. of Sheets per M. to Cuts to Sheet	No. of Sheets per M. to Cuts to Sheet	No. of Sheets per M. to Cuts to Sheet	No. of Sheets per M. to Cuts to Sheet	No. of Sheets per M. to Cuts to Sheet	No. of Sheets per M. to Cuts to Sheet	No. of Sheets per M. to Cuts to Sheet	No. of Sheets per M. to Cuts to Sheet	No. of Sheets per M. to Cuts to Sheet	No. of Sheets per M. to Cuts to Sheet	No. of Sheets per M. to Cuts to Sheet
4 x 11	32 x 44	16	11 x 16 16 x 22 22 x 32	63	16 x 22—1 Up 22 x 32—2 Up 32 x 44—4 Up	125	4	22 x 32—1 Up 32 x 44—2 Up	250	2	32 x 44—1 Up	500	Size of Cuts for One Up and Gang Work
6 x 9½	19 x 24	4	12 x 19 19 x 25	250 500	12 x 19—1 Up 19 x 25—2 Up	500	2	19 x 24—1 Up			Cuts to Waste in 32-Page Signatures	4	2
6¼ x 9½	25 x 38	8	12½ x 19 19 x 25 25 x 38	125	12½ x 19—1 Up 19 x 25—2 Up 25 x 38—4 Up	250	4	19 x 25—1 Up 25 x 38—2 Up	500	2	25 x 38—1 Up	500	Size of Cuts for One Up and Gang Work
6½ x 7¼	26 x 29	8	13 x 14½ 14½ x 26 26 x 29	125	13 x 14½—1 Up 14½ x 26—2 Up 26 x 29—4 Up	250	4	14½ x 26—1 Up 26 x 29—2 Up	500	2	26 x 29—1 Up	500	Size of Cuts for One Up and Gang Work
6¾ x 7½	30½ x 41	12	13¾ x 30½—1 Up	84	Cuts to Waste in 8-Page Signatures			Cuts to Waste in 8-Page Signatures		2	30½ x 41—1 Up	500	Size of Cuts for One Up and Gang Work

PAGE FORMS—Single Sheet, 6, 12, and 24-Page Signatures, Others Given Above										No. of Covers Out of Standard Size Cover Sheets		
Untrimmed Sizes That Approximate 6 x 9	Standard Sheets From Which Sizes Cut Without Waste	SINGLE SHEET		6-PAGE SIGNATURES			12-PAGE SIGNATURES			24-PAGE SIGNATURES		
		No. of Cuts to Sheet	No. of Sheets per M. Copies	No. of Cuts to Up and Gang Work Sheet	Size of Cuts for One in 6-Page Signatures	No. of Sheets Cuts to per M. Copies	Size of Cuts for One in 12-Page Signatures	No. of Sheets Cuts to per M. Copies	Size of Cuts for One in 24-Page Signatures	No. of Sheets Cuts to per M. Copies	20 x 26	
											1 Up	2 Up
4 x 11	32 x 44	32	32		Cuts to Waste in 6-Page Signatures		Cuts to Waste in 12-Page Signatures		Cuts to Waste in 24-Page Signatures			
6 x 9½	19 x 24	8	125		Cuts to Waste in 6-Page Signatures		Cuts to Waste in 12-Page Signatures		Cuts to Waste in 24-Page Signatures		4	2
6¼ x 9½	25 x 38	16	63		Cuts to Waste in 6-Page Signatures		Cuts to Waste in 12-Page Signatures		Cuts to Waste in 24-Page Signatures		4	2
6½ x 7¼	26 x 29	16	63		Cuts to Waste in 6-Page Signatures		Cuts to Waste in 12-Page Signatures		Cuts to Waste in 24-Page Signatures			
6¾ x 7¾	30½ x 41	24	42	8	13¼ x 20½-1 Up 20½ x 30½-2 Up 30½ x 41 —4 Up	125	Cuts to Waste in 12-Page Signatures		Cuts to Waste in 24-Page Signatures		6	3

NOTE: When strength is the determining factor, the choice is necessarily limited to Bonds, Linens and Ledgers. Printed piece sizes, indicated above, cut without waste from 19" x 24" or 24" x 38" popular sheet sizes in these papers.  
In media of this class it is customary to allow ⅛" trim on top, bottom and sides. These pieces may be trimmed or untrimmed.

ALL FORMS ARE WORK AND TURN UNLESS DESIGNATED SHEETWISE

Sheet Sizes

Substance Weight

Colored Papers

Finish-Formation

Impress

Postage Labels

Envelopes

Making Orders

Bulk Paper

Eagle-A-Line

Reference Guide

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# Untrimmed Sizes of Printed Pieces That *Approximate* 7 x 10

The untrimmed sizes in the first column cut without waste from the following standard sheet sizes in Book and Offset papers—25 x 38—26 x 29—30½ x 41—32 x 44—and without waste from the standard sheet sizes in Bonds, Linens and Ledgers—17 x 22—19 x 24

PAGE FORMS—4, 8, 16 and 32-Page Signatures, Others Given Below																			No. of Covers Out of Standard Size Cover Sheets			
Untrimmed Sizes That Approximate 7 x 10	Standard Sheets From Which Cut Without Waste	4-PAGE SIGNATURES				8-PAGE SIGNATURES				16-PAGE SIGNATURES				32-PAGE SIGNATURES				20 x 26		23 x 33		
		No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. to Copies	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. to Copies	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. to Copies	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. to Copies	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. to Copies	1 Up	2 Up	1 Up	2 Up		
6 1/4 x 12 1/2	25 x 38		Cuts to Waste in 4-Page Signatures		Cuts to Waste in 8-Page Signatures		Cuts to Waste in 16-Page Signatures		Cuts to Waste in 32-Page Signatures		Cuts to Waste in 32-Page Signatures		2	1								
7 5/8 x 10 1/4	30 1/2 x 41	8	15 1/4 x 20 1/2—1 Up 20 1/2 x 30 1/2—2 Up 30 1/2 x 41—4 Up	125	20 1/4 x 30 1/2—1 Up 30 1/2 x 41—2 Up	250	30 1/2 x 41—1 Up	500	Cuts to Waste in 16-Page Signatures		Cuts to Waste in 32-Page Signatures							4	2			
7 1/4 x 13	26 x 29	4	14 1/2 x 26—1 Up 26 x 29—2 Up	250	26 x 29—1 Up	500	Cuts to Waste in 16-Page Signatures		Cuts to Waste in 32-Page Signatures		Cuts to Waste in 32-Page Signatures		2	1								
8 x 11	32 x 44	8	16 x 22—1 Up 22 x 32—2 Up 32 x 44—4 Up	125	22 x 32—1 Up 32 x 44—2 Up	250	32 x 44—1 Up	500	Cuts to Waste in 16-Page Signatures		Cuts to Waste in 32-Page Signatures							4	2			
8 1/4 x 9 1/2	25 x 38		Cuts to Waste in 4-Page Signatures		Cuts to Waste in 8-Page Signatures		Cuts to Waste in 16-Page Signatures		Cuts to Waste in 32-Page Signatures		Cuts to Waste in 32-Page Signatures		2	1								

PAGE FORMS—Single Sheet, 6, 12, and 24-Page Signatures, Others Given Above										No. of Covers Out of Standard Size Cover Sheets			
Untrimmed Sizes That Approximate 7 x 10	Standard Sheets From Which Cut Without Waste	SINGLE SHEET		6-PAGE SIGNATURES		12-PAGE SIGNATURES		24-PAGE SIGNATURES		20 x 26		23 x 33	
		No. of Cuts to Sheet	No. of Sheets per M. Copies	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. Copies	Size of Cuts for One Up and Gang Work	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. Copies	Size of Cuts for One Up and Gang Work	No. of Sheets per M. Copies	Size of Cuts for One Up and Gang Work
		No. of Cuts to Sheet	No. of Sheets per M. Copies	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. Copies	Size of Cuts for One Up and Gang Work	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. Copies	Size of Cuts for One Up and Gang Work	No. of Sheets per M. Copies	Size of Cuts for One Up and Gang Work
6 1/4 x 12 1/2	25 x 33	12	84	4	19 x 25—1 Up 25 x 38—2 Up	250	25 x 38—1 Up	500	1	25 x 38—Sheetwise	1000		
7 5/8 x 10 1/4	30 1/2 x 41	16	63		Cuts to Waste in 6-Page Signatures		Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures		4	2
7 1/4 x 13	26 x 29	8	125		Cuts to Waste in 6-Page Signatures		Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures		2	1
8 x 11	32 x 44	16	63		Cuts to Waste in 6-Page Signatures		Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures		4	2
8 1/4 x 9 1/2	25 x 33	12	84	4	19 x 25—1 Up 25 x 38—2 Up	250	25 x 38—1 Up	500	1	25 x 38—Sheetwise	1000		

NOTE: When strength is the determining factor, the choice is necessarily limited to Bonds, Linens and Ledgers. Printed piece sizes, indicated above, cut without waste from 19" x 24" or 24" x 38" popular sheet sizes in these papers.  
In media of this class it is customary to allow 1/8" trim on top, bottom and sides. These pieces may be trimmed or untrimmed.

ALL FORMS ARE WORK AND TURN UNLESS DESIGNATED SHEETWISE

Sheet Sizes  
Substance Weight  
Colored Papers  
Finish-Formation  
Impress  
Postage Labels  
Envelopes  
Mail Order  
Bulk Paper  
Eagle-A Line  
Reference Guide  
Index

# Untrimmed Sizes of Printed Pieces That *Approximate* $8\frac{1}{2} \times 11$ and $9 \times 12$

The untrimmed sizes in the first column cut without waste from the following standard sheet sizes in Book and Offset papers— $25 \times 38$ — $26 \times 29$ — $30\frac{1}{2} \times 41$ — $32 \times 44$ —and without waste from the standard sheet sizes in Bonds, Linens and Ledgers— $17 \times 22$ — $19 \times 24$

Untrimmed Sizes That Approximate $8\frac{1}{2} \times 11$ and $9 \times 12$		PAGE FORMS—4, 8, 16 and 32-Page Signatures, Others Given Below										No. of Covers Out of Standard Size Cover Sheets		
		4-PAGE SIGNATURES		8-PAGE SIGNATURES		16-PAGE SIGNATURES		32-PAGE SIGNATURES		20 x 26		23 x 33		No. of Sheets per M. Copies
		No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. to Copies	Size of Cuts for One Up and Gang Work	No. of Sheets per M. to Copies	Size of Cuts for One Up and Gang Work	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	
$8 \times 14\frac{1}{2}$	$32 \times 44$	6	$14\frac{1}{2} \times 32$ —1 Up	167	Cuts to Waste in 8-Page Signatures		Cuts to Waste in 16-Page Signatures		Cuts to Waste in 32-Page Signatures		Cuts to Waste in 32-Page Signatures	2	1	
$8\frac{1}{2} \times 11$	$17 \times 22$	2	$17 \times 22$ —1 Up	500	Cuts to Waste in 8-Page Signatures		Cuts to Waste in 16-Page Signatures		Cuts to Waste in 32-Page Signatures	2	1			
$9\frac{1}{2} \times 12$	$19 \times 24$	2	$19 \times 24$ —1 Up	500	Cuts to Waste in 8-Page Signatures		Cuts to Waste in 16-Page Signatures		Cuts to Waste in 32-Page Signatures	2	1			
$9\frac{1}{2} \times 12\frac{1}{2}$	$25 \times 38$	4	$19 \times 25$ —1 Up $25 \times 38$ —2 Up	250	2	$25 \times 38$ —1 Up	500	1	25 x 38 Sheetwise		Cuts to Waste in 32-Page Signatures	2	1	
$10\frac{1}{4} \times 15\frac{1}{4}$	$30\frac{1}{2} \times 41$	4	$20\frac{1}{2} \times 30\frac{1}{2}$ —1 Up $30\frac{1}{2} \times 41$ —2 Up	250	2	$30\frac{1}{2} \times 41$ —1 Up	500	1	$30\frac{1}{2} \times 41$ Sheetwise	1000	Cuts to Waste in 32-Page Signatures	2	1	
$11 \times 16$	$32 \times 44$	4	$22 \times 32$ —1 Up $32 \times 44$ —2 Up	250	2	$32 \times 44$ —1 Up	500	1	$32 \times 44$ Sheetwise	1000	Cuts to Waste in 32-Page Signatures	2	1	
$13 \times 14\frac{1}{2}$	$26 \times 29$	2	$26 \times 29$ —1 Up	500	1	$26 \times 29$ Sheetwise	1000		Cuts to Waste in 16-Page Signatures		Cuts to Waste in 32-Page Signatures	2	1	



PAGE FORMS—Single Sheet, 6, 12, and 24-Page Signatures, Others Given Above										No. of Covers Out of Standard Size Cover Sheets			
Unrimmed Sizes That Approximate 8½ x 11 9x12	Standard Sheets From Which Cut Without Waste	SINGLE SHEET			6-PAGE SIGNATURES			12-PAGE SIGNATURES			24-PAGE SIGNATURES		
		No. of Cuts to Sheet	No. of Sheets per M. Copies	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. Copies	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. Copies	No. of Cuts to Sheet	Size of Cuts for One Up and Gang Work	No. of Sheets per M. Copies	No. of Cuts to Sheet
7½ x 13½	30½ x 41	12	84		Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures		1	30½ x 41 Sheetwise		
8 x 14½	32 x 44	12	84		Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures		1	32 x 44 Sheetwise		
8½ x 11	17 x 22	4	250		Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures	2	1
9½ x 12	19 x 24	4	250		Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures	2	1
9½ x 12½	25 x 38	8	125		Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures	2	1
10¼ x 15¼	30½ x 41	8	125		Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures		2
11 x 16	32 x 44	8	125		Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures		2
13 x 14½	26 x 29	4	250		Cuts to Waste in 6-Page Signatures			Cuts to Waste in 12-Page Signatures			Cuts to Waste in 24-Page Signatures		2

NOTE: When strength is the determining factor, the choice is necessarily limited to Bonds, Linens and Ledgers. Printed piece sizes, indicated above, cut without waste from 19" x 24" or 24" x 38" popular sheet sizes in these papers.  
In media of this class it is customary to allow ½" trim on top, bottom and sides. These pieces may be trimmed or untrimmed.

ALL FORMS ARE WORK AND TURN UNLESS DESIGNATED SHEETWISE

Sheet Sizes

Substance Weight

Colored Papers

Finish-Formation

Impress

Postage Labels

envelopes

Making Orders

Bulk Paper

Eagle Line

Relief Cut

Index

# Practical Sizes

for

## Letterheads, Documents and Office or Factory Forms

The following sizes cut without waste from three standard sheet sizes of Bonds, Linens, Ledgers and Writings. They include sizes for all essential uses.

GROUP SIZES	Printed piece sizes which approximate general sizes.	Standard Sheets from which sizes cut without waste.	Number of untrimmed cuts to sheet.	Number of sheets to thousand copies.
3 x $4\frac{3}{4}$	$2\frac{1}{8}$ x $5\frac{1}{2}$ $3\frac{1}{2}$ x $4\frac{1}{4}$ 3 x $4\frac{3}{4}$	17 x 22 17 x 28 19 x 24	32 32 32	32 32 32
$3\frac{1}{2}$ x $8\frac{1}{2}$	$2\frac{3}{4}$ x $8\frac{1}{2}$ $3\frac{1}{2}$ x $8\frac{1}{2}$ 4 x $8\frac{1}{2}$	17 x 22 17 x 28 17 x 28	16 16 14	63 63 72
4 x $6\frac{5}{16}$	$4\frac{1}{4}$ x $5\frac{1}{2}$ $4\frac{1}{4}$ x 7 4 x $6\frac{5}{16}$	17 x 22 17 x 28 19 x 24	16 16 18	63 63 56
$5\frac{1}{8}$ x $8\frac{1}{8}$	$5\frac{1}{8}$ x $8\frac{1}{2}$ $4\frac{1}{4}$ x 7 $4\frac{3}{4}$ x 8	17 x 22 17 x 28 19 x 24	8 16 12	125 63 82
6 x $9\frac{1}{2}$	6 x $9\frac{1}{2}$	19 x 24	8	125
$8\frac{1}{2}$ x 7	$8\frac{1}{2}$ x 7	17 x 28	8	125
$8\frac{1}{2}$ x 11	$8\frac{1}{2}$ x 11	17 x 22	4	250
$8\frac{1}{2}$ x 14	$8\frac{1}{2}$ x 14	17 x 28	4	250
$9\frac{1}{2}$ x 12	$9\frac{1}{2}$ x 12	19 x 24	4	250

# Standard Sheet Sizes

**S**TANDARD Sheet Sizes are those in which the standard grades of paper are stocked.

These sizes were demanded by seven associations of buyers and users of printing controlling the use of over \$500,000,000 worth of paper annually and developed on the recommendation of the Committee on the Simplification of Paper, appointed by the Bureau of Standards, Department of Commerce. The survey conducted by this committee shows that with only a slight change of from  $\frac{1}{8}$ " to  $\frac{3}{8}$ " in the dimensions, practically all present-day printing, publishing and advertising pieces can be cut without waste from Standard Sheet Sizes. Because of this fact Standard Sheet Sizes are the sizes that printers should stock. In addition:

Standard Sheet Sizes fit most closely the mechanical equipment of the printer.

Standard Sheet Sizes eliminate waste in production at the paper mill.

Buyers of printing will aid in the elimination of waste and reduce the cost of paper if they will confine themselves to popular printed piece sizes (see pages 24 to 46) which cut without waste from the standard sheet sizes.

To aid the user of paper to find easily and without waste of time all the kinds and grades made in each standard sheet size, a chart has been compiled, as shown on pages 48 and 49 of this Handbook. The foundation of this chart is the Eagle-A Line of Quality-Standard Papers.

Sheet Sizes

Substance  
Weight

Colored  
Papers

Finish-  
Formation

Impress

Postage  
Rates

envelopes

Mak  
Ord

Bulking  
Papers

Eagle-A  
Line

Ref  
Cut

Index





# Substance Weight

## THE CHOICE OF THE WEIGHT OF PAPER FOR ANY PRINTED PIECE

THE substance weight of a paper is the weight of 500 standardized sheets in accepted basis size, which, in the case of bonds, for example, is 17" x 22". These basis sizes vary for different kinds of paper as shown in the charts on pages 52, 53 and 54. Since it is often necessary to find equivalent weights in different kinds of paper, such as the equivalent weight of a 60 pound book in bonds, a chart is shown on page 54, which indicates that bonds on a basis of 17" x 22"—20 pounds equal in weight the 60 pound book on basis 25" x 38".

An effort is being made to standardize all substance weights to one basis size. This movement is described in detail on page 303 of this Handbook.

## THE SELECTION OF THE PROPER SUBSTANCE WEIGHT FOR A PRINTED PIECE

Before considering substance weight at all, it is best to determine papers which will fit the use-requirement and method of impress (see pages 20-30, "How to Select the Right Paper").

When more than one kind of paper will fit the use-requirements of the printed piece, and the substance weight is a factor, the relative paper qualities of the different kinds must be taken into account. For example, if a booklet the impress requirements of which made it adaptable for both book and bond papers and the booklet would have to resist severe handling, strength would be an essential quality in the paper. In this case a higher grade bond would have much greater strength than a book paper, and therefore lighter weight could be used in bonds than in books, providing the translucency of the bond would not be a militating factor.

When a definite grade has been selected and the substance-weight is to be determined, the following factors should be considered:

### *The Style of the Printed Piece*

Stitched signatures can be made of lighter weight paper than can unbound pieces.

Books with a large number of pages, such as reference books, require lighter papers than those with a fewer number of pages.

Mailing cards or folders sent through the mails without envelopes should at least have the rigidity of an ordinary government post card or a letter of the same size.

Package inserts or envelope stuffers should be made of papers light enough not to crowd the contents or increase the mailing cost; at the same time they should not be too translucent to reduce the legibility of the message or the ease of handling.

### *The Size of the Printed Piece*

Larger pieces generally require heavier papers than do smaller pieces. The ease of handling the page, the economy of production and the cost of mailing also have to be considered here.

### *The Quality Appearance Required in the Printed Piece*

Heavier weight papers of any grade express greater quality than papers of lighter weight, but here again the style, the size, the economy of production and mailing cost must be considered.

### *Extra Folding or Wearing Quality Required in the Printed Piece*

Heavier weights in any grade of paper have a greater resistance to tearing, exposure, abrasion, and rough usage. The folding strength also increases up to a certain point when cracking begins. This cracking may, in most cases, be overcome by scoring, but scoring also reduces the folding strength to some degree.

### *The Economy of Production.*

Lighter weight papers obviously mean lower cost to the unit, but in no case should economy be the chief factor in reducing the weight of paper. The effectiveness of many printed pieces has been ruined by the use of paper too light. It is poor economy simply to reduce the initial cost, when the real cost is determined by the effectiveness of the piece.

### *The Mailing Cost of the Printed Piece*

When the printed piece is to be mailed, the weight of the paper may seriously increase the cost, therefore must always be considered. A slight difference in substance weight may cut the mailing cost in half. However, any reduction in weight must also be considered from the standpoint of the other factors that govern effectiveness, as referred to in preceding paragraphs.

### *A Practical Plan to Follow*

The best method of ascertaining the proper substance weight for a printed piece, when the specification as to size is fixed and number of pages known, is to make up dummies in grade of paper decided upon in two or three weights. These dummies should be compared then from the point of view of all the use-requirements of the printed piece, and weighed for the mailing cost, if they are to be mailed, with or without envelopes, or with or without other enclosures. These must be considered.

A chart showing the kinds and grades of paper made in any substance weight appears on pages 52-54.

Substance  
Weight

Colored  
Papers

Finish-  
Formation

Impress

Postage  
Rates

envelopes

Mailing  
Order

Bulk

Eagle  
Line

# Substance Weights in which each Grade Is Stocked

Letters in chart indicate sizes in which grade at left is stocked, in substance weights given directly above. (For key to letters see first column).

Basis 17 x 22—500 Sheets to the Ream						
Coupons	Substance Weights					
	13	16	20	24		
COUPON	D-F-H-N R-T	D-F-H-N R-T	D-F-H-N R-T	D-F-H-N R-T		
AGAWAM	D-N	D-N	D-N	D-N		
PERSIAN	D-F-H-N R-T	D-F-H-N R-T	D-F-H-N R-T	D-F-H-T		
CONTRACT	D-F-H-N R-T	D-F-H-N R-T	D-F-H-N R-T	D-N		
AIRPOST		D-N-R-T F-H	D-N-R-T F-H	D-N		
CHEVRON	D-F-H N-R-T	D-F-H N-R-T	D-F-H N-R-T	D-N		
ACCEPTANCE	D-F-H N-R-T	D-F-H N-R-T	D-F-H-K L-N-R-T	D-N		
NORMAN		D-F-H-N R-T-V	D-F-H-N R-T-V	D-N-V		
TELEPHONE	D-N-V	D-F-H-N R-T-V	D-F-H-N R-T-V	D-N-V		
Lined	Substance Weights					
	9	11	13	16	20	24
U. S. LINEN	D-E-N-W	D-E-N-W	D-E-N-W	D-E-N-W	D-E-N-W	D-N
COLONIAL	D-E-N-W	D-E-N-W	D-N-E-W	D-E-N-W	D-E-N-W	D-N
AULDE SCOTIA			D-N	D-N	D-N	D-N
RIVAL			D-N	D-N	D-N	D-N
Ledgers	Substance Weights					
	24	28	32	36		
GOVERNMENT	D-F-H N-R-T	A-D-F-H M-N-R-T	A-C-F-G H-M-Q-R-T	H-R		
BRUNSWICK	D-F-H N-R-T	A-D-F-H M-N-R-T	A-C-F-G-H M-O-Q-R-T	H-R-T		
ACCOUNT	D-F-H N-R-T	A-D-F-H M-N-R-T	A-C-F-G-H M-Q-R-T	H-R		
EXTENSION	D-F-H-L P-R-T	D-F-H-P R-T	A-F-G-H M-O-Q-R-T	G-H-L Q-R		
GLORIA	A-D-F-G-H-M N-O-Q-R-S-T	D-F-H-N O-R-S-T	F-H-M O-R-T	R		
TELEPHONE	D-F-H-J N-R-T-U					
Writings	Substance Weights					
	16	20	24	28		
OLD CHESTER MILLS		D-N	D-N			
PARSONS TINTED		D-F-H-N-R	D-N-T			
WAUREGAN COLORED FLATS			D-F-H-N R-T-U-J			
MT. NONOTUCK MILLS	D-F-H N-R-T	D-F-H N-R-T	D-F-H N-R-T	D-F-H N-R-T		
MT. TOM MILLS	D-F-N	D-F-N				
Mimeographs	Substance Weights					
	16		20			
PEERLESS	D-F-N		B-D-E-F-N			
DELTA	D-F-N		D-F-N			

STANDARD  
SHEET  
SIZES

(Key to letters  
at right.)

A—16 x 21

B—16 x 26

C—16 x 42

D—17 x 22

E—17 x 26

F—17 x 28

G—18 x 23

H—19 x 24

J—19 x 28

K—20 x 26

L—20 x 28

M—21 x 32

N—22 x 34

O—22½ x 22½

P—22½ x 34

Q—23 x 36

R—24 x 38

S—24½ x 24½

T—28 x 34

U—28 x 38

V—34 x 44

W—26 x 34

STANDARD  
SHEET  
SIZES

(Key to letters  
at right.)

A—16 x 21  
B—16 x 26  
C—16 x 42  
D—17 x 22  
E—17 x 26  
F—17 x 28  
G—18 x 23  
H—19 x 24  
J—19 x 28  
K—20 x 26  
L—20 x 28  
M—21 x 32  
N—22 x 34  
O—22½ x 22½  
P—22½ x 34  
Q—23 x 36  
R—24 x 38  
S—24½ x 24½  
T—28 x 34  
U—28 x 38  
V—34 x 44  
W—26 x 34



Basis 21½ x 33—500 Sheets to the Ream								
STANDARD SHEET SIZES	Weddings	Substance Weights						
		53	60½	76	2-53s	3-53s	2-60½	3-60½
A—21½ x 33	ARDEN		A	A			A	A
	BISCAY	A	A	A			A	A
	CHESTERFIELD PAPETERIE		A				A	A
	DORRINGTON PAPETERIE	A	A		A	A	A	A
	FARNSWORTH PAPETERIE	A	A		A	A	A	A

Basis 25 x 38—500 Sheets to the Ream									
STANDARD SHEET SIZES	Books	Substance Weights							
		19	40	45	50	60	70	80	100
A—12½ x 19 B—19 x 25 C—24 x 36 D—25 x 38 E—28 x 42 F—28 x 44 G—30½ x 41 H—32 x 44 J—33 x 46 K—36 x 48 L—38 x 50 M—38 x 59	DECKLE D'AIGLE							B	B
	AMERICAN VELLUM					D		D	D
	BERKSHIRE TEXT					D		D	
	ALBION TEXT					D		D	
	AMERICAN BULKING				D-E-F G-H-L	D-E-F G-H-L	D-E-F G-H-L	D-L	
	RAILROAD FOLDER					D-F			
	ARRIVÉ HALFTONE				D	D	D	D	
	AMERICAN EGGSHELL				D-E-F H-L	D-E-F H-L	D-E-F H-L	D-L	
	AMERICAN SUPER CAL.		D-E H-L		D-E-F H-J-L	D-E-F H-J-L	D-E H-L	D-H-L	
	AMERICAN ENG. FINISH		C-D-E-F H-J-K-L	C-D-E F-H-J K-L	C-D-E-F H-J-K-L	C-D-E-F H-J-K-L	D-H-L	D	

Basis 25 x 38—500 Sheets to the Ream =							
STANDARD SHEET SIZES	Offsets	Substance Weights					
		50	60	70	80	100	120
A—21½ x 34½ B—22½ x 34½ C—25 x 38 D—28 x 42 E—32 x 44 F—36 x 48 G—38 x 50	ALBION		C-D-E F-G	C-D-E F-G	C-D-E F-G	C-D-E	C
	BEEBE	B-C E-F-G	B-C-D E-F	C-D-E F-G	C-D-E G	C-D	C
	CHESTER	B-C D-E-F	B-C-D E-F-G	C-D-E F-G	C-D-E	C	C
	DICKINSON		C-D-E F-G	C-D-E F-G	C-D-E F-G	C-D-E	C

Colored  
Papers

Finish-  
Formation

Impress

Postage  
Rates

envelopes

Mail  
Order

Bulking

Eagle  
Line

Basis 25½ x 30½—500 Sheets to the Ream						
STANDARD SHEET SIZES	Bristols	Substance Weights				
		110	140	170	220	
A—20½ x 24¾ B—22 x 28 C—22½ x 28½ D—25½ x 30½ E—28 x 44	AGAWAM INDEX	A-C-D	A-C-D	A-C-D	A-C-D	
	CHEROKEE INDEX	A-D	A-D	A-D	A-D	
	DARIEN INDEX	A-C-D	A-D	A-D		
	Basis 22½ x 28½					
		100	105	110	200	
AMERICAN POST CARD			B-C-E			
AMERICAN ROPE BRISTOL				C		

Basis 20 x 26—500 Sheets to the Ream									
STANDARD SHEET SIZES	Covers	Substance Weights							
		25	35	45	50	65	80	100	130
A—20 x 26 B—23 x 33 C—26 x 40	HERCULEAN					A-B		A-B	
	ARVEN							C	C
	PARADOX				A-B	A-B	A-B		A-B
	STANDARD	A	A-B		A-B				
	RIVERDALE				A-B-C	A-B-C	A-B-C		

Basis—19¾ x 26 ≈									
A—13 x 19¾ B—19¾ x 26	DECKLE D'AIGLE	Substance Weights							
		64							
		A-B							

Equivalent Substance Weights

Numerals in italics indicate standard substance weights; other numerals, in same row, reading across, show approximate equivalent weights in the various basis sizes.

17 x 22 Bonds, etc.	20 x 26 Covers	21½ x 33 Weddings Papeteries	25½ x 30½ Index Bristols	25 x 38 Books Offsets
7.4	10.4	14.2	15.6	19.0
13	18.1	24.7	27.0	33.0
16	22.2	30.4	33.3	40.6
17.7	24.6	33.6	36.8	45
18.0	25	34.1	37.4	45.5
20	27.8	37.9	41.6	50
24	32.8	44.8	49.1	60
25.2	35	47.8	52.3	63.9
28	38.3	53	57.3	70
31.5	43.8	59.7	65.5	80
32.5	44.7	60.5	66.8	81.67
32.4	45	61.5	67.3	82.2
36	50.0	68.3	74.9	91.4
40	54.7	76	81.8	100
47.0	65	89.6	98.2	120
52.9	73.5	100.3	110	134.4
55.9	77.7	106	116.2	141.9
63.3	87.9	121	131.6	160.7
67.3	93.6	127.7	140	171.0
71.9	100	136.4	149.6	182.7
81.7	113.7	155.1	170	207.7
83.8	116.5	159	174.29	212.89
93.6	130	177.3	194.4	237.5
94.9	131.9	181.5	197.3	241.0
105.8	147.1	200.4	220	268.7

# Colored Papers

Colored papers have been developed:

To meet desired color effects in design.

To provide against the soiling qualities of a white paper.

To simplify filing and office systems.

All necessary colors have been provided in each grade according to the use-requirements for which it has been particularly developed. Thus, the selection of color can follow the selection of the kind and grade of paper. (See pages 8-23, "How to Select the Right Paper.")

It is sometimes necessary to find two kinds of paper that match approximately in color, or papers that are made in a wide range of colors. A chart has been compiled (see pages 56 and 57) showing all the kinds and grades made in any given color and the grades made in a range of colors.

By using the chart, it is possible to ascertain (1) all Quality-Standard Papers of the same class made in a given color (for example, bonds made in blue); (2) all papers of different classes made in a specified color (for example, all bond papers and all cover papers made in yellow).

Thus, for instance, it is easy to locate a range of bond papers of different grades and prices obtainable in an indicated color and at the same time determine all grades of cover papers that harmonize in color with each bond paper. This makes it easy to select for a booklet, cover and inside pages of approximately the same shades.

Colored  
Papers

Finish-  
Formation

Impress

Postage  
Rates

envelopes

Mak  
Ord

Bulking

Eagle  
Line





# *Finishes and Formations*

TO DIFFERENTIATE between finish and formation an arbitrary distinction has been made between characteristics given to the paper as it is forming on the wire of the paper machine and those brought about in subsequent operations. The former are known as "formations" and the latter are termed "finishes."

## FORMATION

There are three general formations of paper. These are termed "well closed," "wild" and "very wild." Their differences can be seen by holding sheets of paper to the light and looking through them. For this reason the formation is sometimes called the "look-through."

A well-closed paper has uniform translucency, a wild paper shows a slightly cloudy or mottled appearance, a very wild paper a decidedly mottled or cloudy appearance. For example: Government Record Ledger is well closed; American Vellum has a very wild or cloudy appearance when held to the light. These different formations are obtained by different methods of processing.

There is also what might be termed a secondary formation. This is spoken of as wove or laid. It is determined by the dandy roll of the paper machine. (See pages 340.)

Deckled edges and watermarks in accordance with the definition given above are formations, while a rubber stamp mark may be considered as a finish since the mark is impressed in the already formed sheet. (See pages 337-341 "How Paper Is Made.")

## FINISHES

All papers were originally made without distinctive finishes and for that reason papers with a lack of finish are called "antique" or said to have an antique finish. As different printing processes came into use the antique finishes had to be smoothed out. This smoothing process is done by subjecting the paper to great pressure between steel plates or calender rolls. These plates are sometimes processed to imitate fabrics and leather. In this way imitation cloth or leather papers are made.

The finish of the paper chiefly determines its adaptability to the various forms of impress. The formation need not be considered in this relation, with two exceptions—papers having a wild formation and laid papers are not adaptable to fine screen half-tone printing.

## SIMPLE METHOD OF FINDING THE GRADE MADE IN EACH FINISH AND FORMATION

In order to aid the user of paper to locate quickly all the grades made in each finish and formation, a chart has been compiled. (See page 59.)

# Finishes and Formations in Which Each Grade Is Stocked

## KEY

W—indicates that grade listed directly above the letter is stocked in White only in finish or formation shown at left.  
 C—indicates that grade listed directly above the letter is stocked in colors only, in finish or formation shown at left.  
 B—indicates that grade listed directly above the letter is stocked in both white and colors in finish or formation shown at left.  
 Blank Space—indicates that grade listed directly above is not stocked in finish or formation shown at left.

## Formations

	Bonds	Linens	Ledgers	Writings	Books	Offsets	Covers	Bristols	Weddings and Reception	Mini-graph
DECKLE EDGE 4 SIDES										
DECKLE EDGE 2 SIDES										
LAI										
WOVE	BWB	WW	BWB	W	BWB	BWB	BWB	BWB	BWB	BWB

## Finishes

	Bonds	Linens	Ledgers	Writings	Books	Offsets	Covers	Bristols	Weddings and Reception	Mini-graph
ANTIQUE	BW	WW								
COCKLED										
EGGSHELL										
ENGLISH	WW	WW	BWB	W	BWB	BWB	BWB	BWB	BWB	BWB
GLAZED										
HIGH PLATE										
LAWN										
LINEN										
MACHINE										
MEDIUM	C	BWB	BWB	WW	BWB	BWB	BWB	BWB	BWB	BWB
RIPPLE										
SATIN										
SECTIONAL LINEN										
SUPER CALENDERED										
UNGLAZED										
VELLUM (CALENDERED)	WW									
VELLUM (PLATED)										

Finish-  
Formation

Impress

Postage  
Rates

envelopes

Make  
Ord

Bulking

Eagle-A  
Line

R  
G

Ind

# Impress

## *What Is Meant by "Impress"*

Impress designates the different hand and mechanical methods of applying to paper the reading matter, illustrations, decorations or rulings.

## *Selecting Paper for a Definite Impress*

The finish of the paper largely determines its adaptability to any method of impress, but its quality of hardness or softness, whether it is laid or wove, its degree of expansion and contraction under different atmospheric conditions, and its absorbency of ink, must also be taken into consideration.

## THE VARIOUS METHODS OF IMPRESS AND THE KINDS OF PAPER TO WHICH EACH IS BEST ADAPTED

### EAGLE-A PAPERS IN THE VARIOUS FORMS OF IMPRESS

#### *Letterpress Printing*

Eagle-A Papers have been developed for all methods of letterpress printing, which term as used in this Handbook represents printing in its general sense—from type, line cuts, wood cuts, tint blocks, Ben Day and half-tone engravings.

*Printing from Type, Line Cuts, Tint Blocks and Wood Cuts.* All Eagle-A Papers are suitable to each of the above methods of impress, but it is generally considered that antique or rough surface papers give more legible and beautiful results.

*Printing from Fine Screen Half-tones.* Super-calendered book papers have been essentially developed for this method of impress, yet experienced printers are securing good results on many of the bonds and ledgers, although printing with fine screen half-tones on these papers requires special engravings and highly-developed skill in make-ready to produce acceptable results. Next to super-calendered book papers the satin-finished super-calendered writings are best adapted to fine screen half-tone printing.

*Printing from Coarse Screen Half-tones.* Many of the smoother antique-surface covers, books and offsets, together with the bonds, linens, ledgers and writings, will take a coarse screen half-tone. The grades most particularly adapted to this method of impress are shown in the impress chart on pages 62 and 63.

*Printing from Ben Day Plates.* Coarser papers can be used for Ben Day plates than for half-tones, and many of the papers that would not easily take fine screen half-tones will take successfully Ben Day plates of equally fine screen.

*From Color Plates.* Any paper which will successfully print one color can be printed in two or more colors providing, as in the case of all Eagle-A Papers, it has been properly made so that it will resist, as much as possible, moisture conditions which cause shrinkage or increase the size of the sheet.

*From Steel Engravings or Copper Plates.* Practically all Eagle-A Papers will take copper plate or steel engravings perfectly, but because of the high quality of this form of impress it is not advisable to use any but the highest grade of papers.

#### *Embossing and Die-Stamping*

The depth of the die in embossing and die-stamping determines the quality of the stock. All Eagle-A Papers can be used for these purposes, but where deep dies are used strong papers with soft finishes should be selected. Antique papers, as a whole, give the best results.



## *Offset*

The offset papers of the Eagle-A Line have been primarily developed for this form of impress. However, many of the other papers can be used successfully for this purpose. These are indicated in the chart on pages 62 and 63.

## *Lithography*

Lithography usually requires a smoother finish than offset, but the finish necessary, of course, is determined by the fineness of the stipple, grain, or screen used on the stone. Those Eagle-A Papers which have been prepared to prevent shrinkage or expansion are adaptable for this form of impress. They are indicated in the chart on pages 62-63.

## *Rotogravure*

This method of impress does not require a surface paper so highly calendered as for fine screen half-tones, to get equal results. Bonds, linens, ledgers, writings and the calendered books, offsets and covers can be used for rotogravure.

## *Multigraphing*

All Eagle-A Papers, with the exception of covers, are suitable for multigraphing purposes, although the unglazed finishes are preferable due to their quick drying quality which this class of impress usually demands.

## *Machine Ruling*

All Eagle-A Papers can be machine ruled, but the uses of this form of impress usually confine the selection to bonds, ledgers, linens and writings.

## *Mimeographing*

Only the Eagle-A mimeographs, which are highly absorbent, are specially recommended for mimeographing, though other Eagle-A Papers can be used when quick drying is not demanded.

## *Pen Writing*

Papers such as bonds, linens, ledgers and writings are especially adaptable to pen writing. Their hard, smooth surface does not allow the ink to spread, while at the same time these papers absorb just enough to allow the ink to dry fairly rapidly.

## *A Quick Way of Finding Papers Suitable to Each Method of Impress*

In order to enable the user of paper to find all the papers suitable to each method of impress, a chart has been compiled (see pages 62 and 63), which shows all the grades suitable for each of the various methods of impress.

The foundation of this chart is the Eagle-A Line of Quality-Standard Papers in which kinds and grades have been developed to meet practically all the usual forms of impress.

Impress

Postage  
Rates

envelopes

Mak  
Ord

Bulking

Eagle-A  
Line

Ro  
Gu

Inde

# Method of Impress to Which Each Grade Is Adaptable

The method of impress indicated below for each paper is that which may be successfully applied. The method most particularly adapted to each paper is given in the white section where the paper is described in detail.

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### Postage Rates

envelopes

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Ord

## Bulking

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# Postage Rates

**P**ROBABLY the greatest percentage of printed pieces used as advertising go to their destination through the mails, and it is therefore well to consider sizes of printed pieces, weight of paper, etc., in reference to mailing costs.

Advertising goes through the mail under four classifications:

## *First-class Matter*

Includes written matter, namely: letters, post cards (private mailing cards), and all other matter wholly or partly in writing whether sealed or unsealed.

- (a) Cards, or letters (printed), bearing a written date, where the date is not the date of the card, but gives information as to when the sender will call or deliver something otherwise referred to, or is the date when something will occur or is acknowledged to have been received.
- (b) Imitations or reproductions of hand or typewritten matter not mailed at the post office window or other depository designated by the postmaster in a minimum number of twenty identical copies.
- (c) Price-lists (printed) containing written figures changing individual items.
- (d) Sealed matter of any class, or matter so wrapped as not to be easily examined.

*Rates of Postage on First-class Matter*—2 cents an ounce or fraction thereof. On private mailing cards (post-cards) conforming to the requirements for such cards—1 cent each. Double or reply post cards are subject to 1 cent postage to be prepaid on the initial portion. The reply half, when detached and mailed, is also subject to 1 cent postage. The postage on the reply half need not be affixed thereto until it is detached from the initial half and mailed for return.

## *Second-class Matter*

Includes newspapers and periodicals bearing notice of entry as second-class matter. No limit of weight is prescribed. Application for entry of a publication as second-class matter or registry as a news agent should be made through the postmaster to the Third Assistant Postmaster General, Division of Classification.

## *Third-class Matter*

Embraces circulars, newspapers and periodicals not admitted to the second-class, nor embraced in the term "book," miscellaneous printed matter on paper not having the nature of an actual personal correspondence.

*Rate of Postage on Unsealed Third-class Matter*—1 cent for each 2 ounces or fraction thereof, on each individually addressed piece or package. There is no such rate of postage as 8 cents a pound on third-class matter.

*Letters Attached to Third-class Mail*—Communications in envelopes fully prepaid at the first-class rate may be attached to packages of third-class matter fully prepaid at the third-class rate, in the manner and under the conditions set forth in the preceding article. Packages of third-class matter to which such communications are attached shall in all cases be treated as third-class mail.

#### *Fourth-class Matter (Domestic Parcel Post)*

Embraces that known as domestic parcel post mail, and includes merchandise, books (including catalogs), miscellaneous printed matter weighing more than four pounds, and all other mailable matter not embraced in the first, second and third classes.

#### *Rates of Postage on Fourth-class or Parcel Post Matter—*

- (a) Parcels weighing 4 ounces or less, except books, seeds, plants, etc., 1 cent for each ounce or fraction thereof, any distance.
- (b) Parcels weighing 8 ounces or less, containing books, seeds, etc., 1 cent for each 2 ounces or fraction thereof, regardless of distance.
- (c) Parcels weighing more than 8 ounces, containing books, seeds, etc., parcels of miscellaneous printed matter weighing more than 4 pounds, and all other parcels of fourth-class matter weighing more than 4 ounces are chargeable, according to distance or zone, at the pound rates.

*Communications Attached to Parcels*—When it is desired to send a communication with a parcel on which postage at the fourth-class rate has been fully prepaid, the communication may be placed in an envelope fully prepaid at the first-class rate and addressed to correspond with the address on the parcel and then be tied to or otherwise securely attached to the outside of the parcel in such manner as to prevent its separation therefrom and not to interfere with the address on the parcel. The stamps to cover the postage on the parcel must be affixed to the wrapper of the parcel, and those to pay the postage on the communication must be affixed to the envelope of the communication. Parcels to which such communications are attached are treated as fourth-class matter.

#### *Mailings of Matter Without Stamps Affixed*

Upon application to the postmaster at the office of mailing, permits may be issued to persons or concerns for mailing first-

Postage  
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class matter, quantities of not less than 300 identical pieces of third-class matter, and second-class matter at the transient rate or the rates applicable to copies mailed for local delivery by letter carriers at city delivery offices, and 250 identical pieces of matter of the fourth-class without stamps affixed, the postage thereon being paid in money.

*Precanceled Postage Stamps*—Precanceled postage stamps may be used only by the persons or concerns which have been given a permit to use them. Such stamps are good for the payment of postage only on matter of the third and fourth class presented at the office where precanceled.

Upon receipt of authority from the Third Assistant Postmaster General for the use of precanceled postage stamps, the question of obtaining an allowance to cover the expense of having the precanceling done by a printing establishment with an electro-plate furnished by the Department should be taken up with the First Assistant Postmaster General Division of Post Office Service. An electro-plate for use in precanceling stamps may be obtained by making requisition on the Fourth Assistant Postmaster General, Division of Equipment and Supplies. When the number of stamps to be precanceled is not sufficiently large to justify the expense connected with the use of an electro-plate, the postmaster will be furnished a special hand-stamp for that purpose.

\* \* \* \*

#### *Selecting the Right Weight of Paper to Reduce Mailing Costs.*

In determining weight of paper to use in order to reduce mailing costs, the four use-requirements of all printed matter should first be considered, namely, appearance, longevity, treatment and impress. After these factors have been considered use the lightest weight possible.

Make up dummies in this weight and perhaps also in the next few weights heavier, allowing something for ink and stitching (if any). Always weigh pieces in their envelopes with any stuffer or other matter that is to be mailed with them.

#### *Getting the Most out of the Mailing Cost*

In most instances, statements, bills and ordinary business correspondence can carry with them other enclosures without increasing the mailing cost, as the actual weight of the original enclosure often does not reach the weight limit allowed for the amount of postage used. This margin of wasted weight can be utilized to great advantage for envelope stuffers, to describe and sell some new product, or to announce bargain sales, new policies or departments. These stuffers or enclosures can be used in many other ways at a minimum expense.

*What can be mailed for 2 cents, first-class postage.*

#### IN A NO. 10 ENVELOPE

Size  $4\frac{1}{8}" \times 9\frac{1}{2}"$ —substance weight 17 x 22—20 lb.

##### COMBINATION No. 1

A billhead or single-page letter, size  $8\frac{1}{2}" \times 11"$ —substance weight 17 x 22—20 lb.  
*with a booklet of any of the following specifications—*

Trim Size  $3\frac{7}{8}" \times 9\frac{1}{4}"$ —8 pages, self cover, substance weight 80 lbs.

Trim Size  $3\frac{7}{8}" \times 9\frac{1}{4}"$ —16 pages, self cover, substance weight 60 lbs.

Trim Size  $3\frac{7}{8}" \times 9"$ —8 pages and cover, substance weight of inside pages 25 x 38—60 lb.—cover, 20 x 26—65 lb.

##### COMBINATION No. 2

A single-page letter or billhead, size  $8\frac{1}{2}" \times 11"$ —substance weight 17 x 22—20 lb.  
*with a booklet of any of the following specifications—*

Trim Size  $3\frac{7}{8}" \times 9\frac{1}{4}"$ —8 pages, self cover, substance weight 25 x 38—80 lb.

Trim Size  $3\frac{7}{8}" \times 9\frac{1}{4}"$ —16 pages, self cover, substance weight 25 x 38—60 lb.

Trim Size  $3\frac{7}{8}" \times 9\frac{1}{4}"$ —8 pages and cover, substance weight of inside pages 25 x 38—60 lb.—cover, 20 x 26—50 lb.

and a  $3\frac{1}{2}" \times 5\frac{1}{2}"$  return post card equivalent in weight to the Government post card.

##### COMBINATION No. 3

A billhead or single-page letter and a four-sheet letter size  $8\frac{1}{2}" \times 11\frac{1}{2}"$ —substance weight 17 x 22—16 lb.

##### COMBINATION No. 4

A billhead or single-sheet letter and a three-sheet letter size  $8\frac{1}{2}" \times 11\frac{1}{2}"$ —substance weight 17 x 22—16 lb.

and a  $3\frac{1}{2}" \times 5\frac{1}{2}"$  return post card equivalent in weight to Government post card.

#### IN A $6\frac{3}{4}"$ ENVELOPE

Size  $3\frac{5}{8}" \times 6\frac{3}{4}"$ —substance weight 17 x 22—20 lb.

##### COMBINATION No. 1

A billhead or single-sheet letter—not exceeding  $8\frac{1}{2}" \times 11"$  in size—substance weight 17 x 22—20 lb.

*with a booklet of any of the following specifications—*

Size  $3\frac{1}{2}" \times 6\frac{1}{4}"$ —16 pages, self cover, substance weight 25 x 38—80 lb.

Size  $3\frac{1}{2}" \times 6\frac{1}{4}"$ —32 pages, self cover, substance weight 25 x 38—50 lb.

Size  $3\frac{1}{2}" \times 6\frac{1}{4}"$ —16 pages and cover, substance weight of inside pages 25 x 38—60 lb.—cover, 20 x 26—50 lb.

##### COMBINATION No. 2

A billhead or single-page letter—not exceeding  $8\frac{1}{2}" \times 11"$  in size—substance weight 17 x 22—20 lb.—

*with a booklet of any of the following specifications—*

Size  $3\frac{1}{2}" \times 6\frac{1}{4}"$ —16 pages, self cover, substance weight 25 x 38—80 lb.

Size  $3\frac{1}{2}" \times 6\frac{1}{4}"$ —32 pages, self cover, substance weight 25 x 38—50 lb.

Size  $3\frac{1}{2}" \times 6\frac{1}{4}"$ —8 pages and cover, substance weight of inside pages 25 x 38—80 lb.—cover 20 x 26—65 lb.

Size  $3\frac{1}{2}" \times 6\frac{1}{4}"$ —16 pages and cover, substance weight of inside pages 25 x 38—50 lb.—cover 20 x 26—50 lb.

and a return post card

size  $3\frac{1}{2}" \times 5\frac{1}{2}"$  equivalent in weight to a Government post card.

The combinations given above are a few suggestions. There are many other styles and sizes which can be used for stuffers.

envelopes

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# *Envelopes*

## *The Use of Envelopes*

Envelopes should be used in the mailing of all except very rare types of advertising pieces. Any message that is worth printing and mailing is worth protecting in a suitable envelope. The printed sheet is planned and laid out to create a definite impression on the recipient—but this recipient is affected, not by the condition of the piece as it is sent from the print shop, but by its condition as it comes to his hand. If the advertiser does not prize his message enough to protect it by providing a serviceable and harmonious envelope, his prospective customer certainly will not be favorably impressed. At best the effectiveness of the message is impaired, and when the piece is mutilated in the mails the effect is definitely adverse. On the other hand, a sturdy and harmonious envelope gives evidence that the sender places a value on the enclosure and creates in the mind of the recipient a feeling of appreciation even before the piece is opened.

## *The Choice of Paper for Envelopes*

Choice of paper for envelopes for different sorts of printed matter demands careful consideration. Certain qualities and characteristics are essential to the production of envelopes which will carry their contents through to their destination in good condition. There are instances when special sizing, or other form of processing, is necessary before a paper is suitable for envelopes.

First-grade Bond, Linen, Ledger and Cover Papers and Rope Bristols make the strongest envelopes in printing papers which can be relied on to travel anywhere and protect their messages. But many other papers can be used with economy and success when there are no extreme conditions to be met, or the contents not too heavy or bulky.

## *The Appropriate Size of Envelope for a Printed Piece Size*

Envelopes should be made approximately  $\frac{1}{4}$ " wider than the trim or folded size of the enclosure in the way the envelope opens and  $\frac{1}{8}$ " the other way, except in cases where the bulk of the enclosure or enclosures exceeds  $\frac{1}{8}$  of an inch. In this case, they must necessarily be made larger. Generally speaking, the enclosure should slip in and out easily.

## *Printed Matter on Envelopes*

As much care should be used in the design of the printed matter on the envelope as is used in the make-up of the insert. There should not be too much printing, as this is apt to weaken the advertising and create a poor impression. Let the envelope tell the story in such a way that a desire is created to see what it contains.



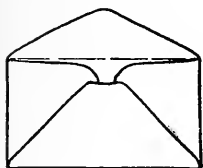
# Envelope Styles and Their Uses

## 1. *Commercial and Official*

These sizes are the most generally used in correspondence, for business stationery, direct advertising, circularizing and government official business.

Supplied in all grades of papers—Manila, Bond, Linen, Ledger, Writing, Book, Offset, Cover, Bristol, Wedding and Papeterie—to meet their specific requirements.

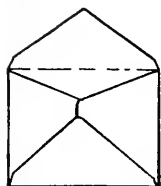
The envelope should match the paper of the letterhead or other enclosure.



## 2. *Baronial (Card or Bank)*

The size of these is nearly square. Many years ago the Baronial sizes were used extensively for ladies' stationery. At present, however, they are used by printers and advertisers, in mailing announcements, booklets of season styles, catalogs for shoes, clothing, etc. It is unusually essential in these cases that the envelope match the enclosure.

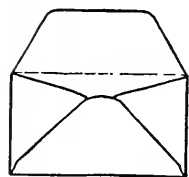
The grades generally used are: Bond, Linen, Writing, Offset, Wedding and Papeterie papers.



## 3. *Wallet Flap*

This style in fancy stationery followed the Baronial. It is still popular in the lower priced lines. Department stores use it in sending announcements of special sales to women customers.

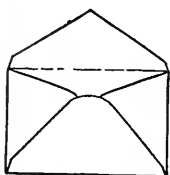
The grades generally used are: Bond, Linen, Offset, Wedding and Papeterie papers.



## 4. *Gothic Flap*

A medium pointed flap envelope used in fancy, high-grade stationery—wedding announcements, cards, etc. Some large firms who prefer a smart envelope are using several sizes of this style in their business stationery, such as  $3\frac{5}{8}'' \times 6\frac{1}{2}''$ ,  $4\frac{1}{8}'' \times 6\frac{1}{4}''$  and  $3\frac{5}{8}'' \times 7\frac{1}{2}''$ .

The grades generally used are: Bond, Linen, Wedding and Papeterie papers.



Envelopes

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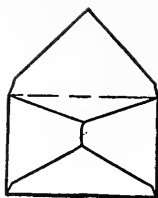
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Line

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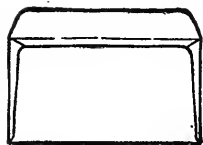
### 5. *Sector Flap*



The extreme of the gothic flap, the pointed flap coming down near the bottom of envelope. Used in social stationery.

The grades, Linen, Vellum, Crash Finish, Wedding and Papeterie stock, are always the same as the paper to be enclosed and insisted on by the customer.

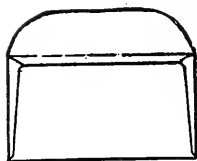
### 6. *Souvenir*



A large advertising display envelope. It permits a picture or subject on the face; the address side is the back. The return address is placed on the flap which is one inch wide.

It can be placed in the typewriter and addressed without any difficulty. The grade generally used is: Bond. Laid Linens and Writings can also be used.

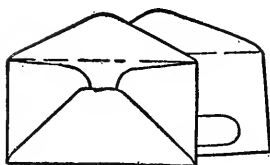
### 7. *Typewriter*



This envelope is similar to the Souvenir. The seal flap is  $1\frac{9}{16}$ " wide. It may be used similarly to the Souvenir and as a regular envelope. The wider flap is an advantage to help the printer in his make-ready when impressing the corner card on the face of the envelope.

Stock generally used is: Bond.

### 8. *Outlook*



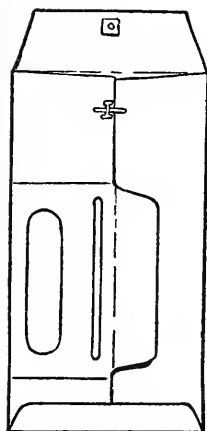
Used for all kinds of correspondence. It prevents mis-mailing, which is generally embarrassing and frequently expensive.

The grades generally used are: Bonds, Linens, Ledgers and Writings.

### 9. *Postage Saver*



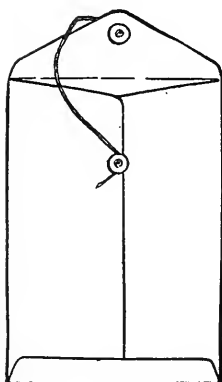
This style is used by mail-order houses, brokers, patent-medicine or any direct-mail advertisers. The stock is generally a low grade Manila or White Wood. The envelope is open one side for postal inspection and is mailed at half the regular postage.



### 10. *Two-Compartment Mailing*

With this envelope the letter and catalog are received together so that a customer is not put to the inconvenience of waiting for the catalog nor is it delivered to the wrong person. The letter is sent first class and the contents in the large envelope third or fourth class, according to proper classification.

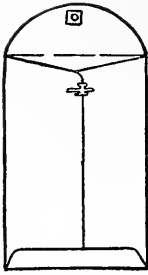
For this purpose a strong stock should be used and bear some form of clasp fastener.



### 11. *String and Button Fastener*

This is another style of fastener which is used for the same purpose as the Improved Columbian Clasp.

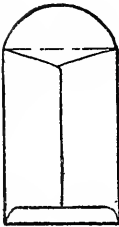
### 12. *Improved Columbian Clasp*



An open-end envelope with a steel fastener to engage the seal flap. This holds the catalog or samples securely and leaves the envelope open for inspection.

No. 1 Jute is the grade that is generally used, but anything that is strong enough to withstand the wear and tear in the mail is suitable. Cover papers are the next grade. All high-class advertisers use a cover stock to match the cover of booklet enclosure.

### 13. *Open End*



For coins, gloves, scarfs, photos, catalogs.

The class covers the greatest range of sizes having the seal flap at the narrow end of the envelope. Used by all classes of advertisers in the grades of paper to match the cover of the enclosure. Grades used are: Manila, Bond, Linen, Ledger, Writing, Book, Offset, Cover and Bristol.

### *Special Styles of Envelopes*

Style of envelopes which are not standard (that is, not found in the styles listed here) should only be used where some extraordinary condition exists. It is a good plan to make up a rough dummy of special styled envelopes and send it to the envelope maker to see if it is practical to make, and then, if it is to be mailed, insert what it is to contain and have the Post Office authorities pass on it. Then send it with its contents to some friend in order to find out in what condition it arrives. Freak envelopes are, as a rule, not practical.

NOTE—The information pertaining to these styles and uses of envelopes was furnished by the United States Envelope Company, [the authorized manufacturer of Eagle-A Envelopes.



## TO OBTAIN THE PROPER ENVELOPE

In order to meet the growing demand for envelopes and to insure the choice of envelopes appropriate to use with each Eagle-A grade of paper, the American Writing Paper Company has—

1st. Made an arrangement with the United States Envelope Company, the largest envelope maker in the world, to manufacture all the standard styles of envelopes in appropriate papers to use with each Eagle-A grade.

2d. Made it possible to obtain any of these envelopes in any practical size from each Eagle-A Service House.

3d. Made it possible to find easily the appropriate Eagle-A Paper to use in envelope form with each Eagle-A grade by means of a chart on page 75 of this Handbook.

There is an Eagle-A Envelope to match each Eagle-A Paper.

The United States Envelope Company is the authorized manufacturer.

*The Divisions of the United States Envelope Company are located as below:*

<i>Division</i>	<i>Location</i>
LOGAN, SWIFT & BRIGHAM ENVELOPE CO.	WORCESTER, MASS.
WHITCOMB ENVELOPE CO.	WORCESTER, MASS.
W. H. HILL ENVELOPE CO.	WORCESTER, MASS.
UNITED STATES ENVELOPE CO.	HOLYOKE, MASS.
MORGAN ENVELOPE CO.	SPRINGFIELD, MASS.
P. P. KELLOGG & CO.	SPRINGFIELD, MASS.
WHITE, CORBIN & CO.	ROCKVILLE, CONN.
PLIMPTON MANUFACTURING CO.	HARTFORD, CONN.
NATIONAL ENVELOPE CO.	WAUKEGAN, ILL.
CENTRAL STATES ENVELOPE CO.	INDIANAPOLIS, IND.
PACIFIC COAST ENVELOPE CO.	SAN FRANCISCO, CAL.
MORGAN STATIONERY CO.	SPRINGFIELD, MASS.
LOGAN DRINKING CUP CO.	WORCESTER, MASS.
MONARCH ENVELOPE CO.	PHILADELPHIA, PA.

### *How to Order Envelopes*

*First*, select the style that best fits the use-requirements of the printed piece. See pages 00.

*Secondly*, call up an Eagle-A Service House, tell it the style and the quantity desired, and if possible furnish a complete dummy of printed piece showing the size and the exact grade and finish of the paper to be used. If this is not possible, give size and sample of paper in enclosure.

*Thirdly*, consider if a large quantity of the envelope is to be printed, the advisability of letting the United States Envelope Company print them two or four on, before the paper stock is

die-cut, since the U. S. Envelope Company is prepared to print in sheets before the envelopes are made, or the U. S. Envelope Company will indicate layouts to printers who wish to do their own printing on the sheets before envelopes are cut.

*Fourthly*, order envelopes when ordering the paper. It means having the envelopes ready when the job is completed.

Use envelopes—they produce greater effectiveness in all kinds of printed advertising.

# Envelope Papers Suitable for Each Grade—

When ordering be sure to specify the same finish for both enclosure and envelope.  
 Envelopes in these papers and weights to fit any printed piece may be obtained from each Eagle-A Service House.

Paper Used for Enclosure		Papers Suitable for Envelopes to Match	Weight of Paper for Envelopes (Pounds)
Bonds	Coupon* Agawam* Persian* Contract* Airpost* Chevron* Acceptance* Norman* Telephone*	Use same paper as enclosure.	20-24
Linens	U. S. Linen* Colonial Linen* Aulde Scotia Lynene* Rival Linen*	Use same paper as enclosure.	20-24
Ledgers	Government Record* Brunswick Linen* Account Linen* Extension* Gloria* Telephone*	Use same paper as enclosure.	24-28
Writings	Old Chester Mills Parsons Tinted Wauregan Colored Flats Mt. Nonotuck Mills Mt. Tom Mills	Old Chester Mills Parsons Tinted Wauregan Colored Flats { Acceptance Bond or any other Eagle-A Bond	20-24 20-24 24 20-24
Books	Deckle d'Aigle American Vellum Berkshire Text Albion Text Railroad Folder Arrivé Half-tone American Bulking American Eggshell American Super. Cal. American Eng. Finish	Deckle d'Aigle American Vellum Berkshire Text Albion Text Railroad Folder Arrivé Half-tone American Bulking American Eggshell American Super Cal. American Eng. Finish	40-50 60-80 60-80 60-80 60 60-80 60-70-80 60-70-80 60-70-80 60-70-80
Offsets	Albion Beebe Chester Dickinson	Albion Offset Beebe Offset Chester Offset Dickinson Offset	60-70 60-70 60-70 60-70
Covers	Deckle d'Aigle Herculean Arven Plate Paradox Standard Riverdale	Deckle d'Aigle Herculean Cover Arven Plate Paradox Cover Standard Cover Riverdale Cover	64 65 100 50-60 35-50 80
Bristols	Agawam Index  Cherokee Index  Darien Index  American Rope American Post Card	{ Coupon Bond† Contract Bond† Acceptance Bond† Agawam Bond† Airpost Bond† Norman Bond† Persian Bond† Chevron Bond† Telephone Bond† American Rope Arrivé Half-tone	20-24 20-24 20-24 20-24 20-24 20-24 20-24 20-24 20-24 110 60-80
Weddings and Papeteries	Arden Biscay Chesterfield Dorrington Farnsworth	Arden Wedding Biscay Wedding Chesterfield Papeterie Dorrington Papeterie Farnsworth Papeterie	61-76 53-61-76 61 53-61 53-61
Mimeographs	Peerless Delta	{ Acceptance Bond Norman Bond Telephone Bond	20-24 20-24 20-24

\*Indicates envelopes made of these papers in all convenient sizes are carried in stock by all Eagle-A Service Houses.

†White only. For bond colors to match bristol colors, see pages 56 and 57.

Making  
Orders

Bulking

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# Specifications

## STANDARD VERSUS NON-STANDARD PAPERS

**P**APER Specifications may be considered as the sheet sizes, weights, colors and finishes in which papers are made, as distinct from *paper qualities*, which embody the varying characteristics of life, folding, tearing, tensile, bursting strength, etc.

Paper qualities and specifications may be either standard or non-standard.

### *Papers Having Standard Qualities*

These are the papers which are made to a scientific formula in process and content based on given use-requirements in which the standard qualities are maintained with the greatest possible uniformity. The processing is usually confined to one machine and to operators experienced in making the grade of paper. Papers possessing standard qualities have all the essential grade levels within the kind or classification of the paper.

### *Papers Having Standard Specifications*

These are papers which have been developed to meet most economically the conditions governing the making and marketing of paper as they pertain to:

1. The ordinary use-requirements of paper.
2. The printers', lithographers' and stationers' equipment.
3. The paper mill manufacturing conditions.

### *Papers of Non-Standard Qualities and Specifications*

Non-standard papers are those in which the paper qualities and specifications have not been standardized and cannot, therefore, be uniform. Being non-standard they must be made with a certain amount of waste which invariably causes the paper to cost more yet have less value.

### *Standard and Non-Standard Papers*

Standard papers have been developed at the demand of the greater proportion of buyers and users of paper to meet the ordinary use-requirements and to eliminate waste.

Non-standard papers may seem to fit use-requirements but their qualities are in general unknown except by the manufacturer.

Standard papers are tried, known, uniform products which have been tested by users.

Non-standard papers are experiments.

The standard papers are seasoned ready for printing.

Non-standard papers are usually "green" and must be seasoned or the printer assumes a risk in obtaining perfect register.

Standard papers are carried in stock for immediate delivery.

Non-standard papers mean delay since they have to be made to order.



### *What the Use of Standardized Papers Means*

The use of standardized papers insures getting real value and reduces cost to the printer's customer and the printer. It permits the paper mill to manufacture in quantity with the least amount of waste and at the lowest possible production costs.

### *When the Use of Non-Standard Papers Is Necessary*

In commercial practice it is never necessary to use papers of non-standard paper qualities because standard papers have been developed to meet all the ordinary use-requirements of paper. However, the occasion sometimes arises when non-standard sizes, weights, colors and finishes must be used. In this case such non-standard specifications should be applied as far as possible to standard papers of known qualities.

### *Making Orders*

Papers in standardized grades can be made to order to non-standard sizes, weights and colors from specifications in different minimum quantities according to the kind and grade of paper. In making paper in these minimum quantities, any or all of the non-standard specifications can be produced within certain limits as to size and substance weight, but it is advisable to limit the non-standard specifications as much as possible and call for only those most essential.

### *When a Standard Grade Is Being Run*

Standard grades are made in different widths in standard weights, colors and finishes. If the requirement is for a non-standard sheet size, adjust, if possible, one of the dimensions to these standard widths. It means less delay and wastage in manufacture. Except in the case of colors, orders can be accepted for smaller minimum quantities when the grade is being run than when special making orders are necessary. Papers of known standard value in the more popular weights, colors and finishes are being run continually and so it is sometimes advantageous to get in touch with the mill making the desired grade and plan to have the paper made to the non-standard specification when the grade is being run.

### *Making it Easy to Find Conditions Controlling the Making of Standard Grades to Non-Standard Specifications*

In order to aid the user of paper to find the conditions which control the making of standard grades to non-standard specifications, charts have been compiled for each kind of paper (see pages 78-94). These charts show the minimum quantities that can be obtained in special making orders when the grade is being run. They also show the range of widths, lengths and substance weights possible to make for each grade within a kind.

# Bond Papers in Non-Standard Specifications

Conditions controlling the making of each grade in special sheet sizes, special substance weights, special colors and finishes

**IMPORTANT NOTICE**—All standard sizes, weights, colors and finishes are given below. If possible, adjust use to these (see pages 76 and 77). If not possible, when order is ready to be placed for non-standard specifications, it is always advisable to get in touch with an Eagle-A Service House, for conditions at mills may permit the company to meet the requirements more closely than the provisions set forth below would indicate.

STANDARD GRADES		SIZES				SUBSTANCE WEIGHTS				COLORS		FINISHES			
		STANDARD		NON-STANDARD				STAN- DARD Basis 17 x 22		NON-STANDARD		NON- STANDARD	STANDARD	NON-STANDARD	Minimum Quantity Possible to Make
				Widths Possible to Make		Min. Quantity Possible to Make	Weights Possi- ble to Make								
		Grain Runs Parallel to Dimensions in Parentheses	Min. Quantity Possible to Make	Max.	Min.		Max.	Min.	Grade* Being Run	Making Orders	Max.	Min.			
Coupon	(17) x 22	lb	lb	Inches	Inches	Inches	lb	lb	lb	lb	White Buff	lb	lb	lb	
	17 x (28)	3,300	3,300	16	16	28	13	3,300	1,100	28	13	Glazed	3,300	550	
	24 x (38)			38	38	16	16					Un glazed			
	19 x (24)						20				Azure				
Agawam	22 x (34)						24				Opaline				
	28 x (34)										Pink				
											Light Gray				
	(17) x 22	3,300	3,300	16	16	28	13	3,300	1,100	28	13	White	3,300	550	
Persian	22 x (34)						24								
	(17) x 22														
	(17) x 28														
	(19) x 24	4,950	4,950	16	16	28	13	4,950	1,100	28	13	White Blue Green Buff	4,950	550	
	22 x (34)														
	28 x (34)														
	24 x (38)														

Contract	(17) x 22 (17) x 28 (19) x 24 (22) x (34) (28) x (34) (24) x (38)	4,400	1,100	56 to 72	28	16	38	16	13 16 20 24	4,400	1,100	28	13	White Blue Pink Pinnose Salmon Cherry Cafe Gray Golden-Rod	4,400	Medium	4,400	550
Airpost	(17) x 22 (22) x (34) (17) x 28 (19) x 24 (22) x (34) (28) x (34) (24) x (38)	4,400	1,100	56 to 72	28	16	38	16	16 20 24	4,400	1,100	28	13	White	4,400	Medium	4,400	550
Chevron	(17) x 22 (19) x 24 (17) x 28 (22) x (34) (28) x (34) (24) x (38) (20) x (36)	8,800	2,200	72 to 88	44	16	58	16	13 16 20 24	8,800	2,200	28	13	White	8,800	Medium	8,800	550
Acceptance	(17) x 22 (17) x (38) (19) x 24 (22) x (34) (24) x (38) (28) x 34 (20) x (36) (20) x (38)	8,800	1,650	56 to 72	36	16	52	16	13 16 20 24	8,800	3,300	28	13	White Pink Russet Blue Buff Light Green Canary Golden-Rod	8,800	Medium	8,800	Plater 550 Calender 1,650
Norman	(17) x 22 (17) x (38) (19) x 24 (22) x (34) (24) x (38) (28) x 34 (34) x 44	8,800	1,650	56 to 72	36	16	61	16	16 20 24	8,800	3,300	28	13	White Pink Blue Buff Golden-Rod Canary Salmon Opaline	8,800	Medium	8,800	Plater 550 Calender 1,650
Telephone	(17) x 22 (17) x 28 (19) x (34) (22) x (34) (24) x (38) (28) x (34) (34) x 44	12,100	2,200	72 to 88	44	16	52	16	13 16 20 24	12,100	4,400	28	13	White Blue Pink Green Buff Canary Golden-Rod	12,100	Medium	12,100	Plater 550 Calender 2,200

“Grade Being Run” means that if the grade in color desired is being run when paper is wanted, orders can be taken for smaller minimum quantities.  
 “Range” means the widths it is possible to supply. These widths are not only determined by the rolls, but in some cases by the cutting and other finishing apparatus.  
 Accordingly it is necessary to establish widths which will divide evenly into any of the widths listed under “Range,” the minimum and maximum widths being those indicated in the respective columns so headed.

# Linen Papers in Non-Standard Specifications

Conditions controlling the making of each grade in special sheet sizes, special substance weights, special colors and finishes always advisable to get in touch with an Eagle-A Service House, for conditions at mills may permit the company to meet the requirements more closely than the provisions are ready to be placed for non-standard specifications, it is set forth below would indicate.

STANDARD GRADES	SIZES										SUBSTANCE WEIGHTS				COLORS		FINISHES		
	NON-STANDARD					STANDARD Basis 17 x 22	STANDARD		NON-STANDARD		STANDARD	NON-STANDARD	STANDARD	NON-STANDARD	STANDARD	NON-STANDARD			
	Min. Quantity Possible to Make	Widths Possible to Make		Lengths	Min. Quantity Possible to Make		Weights Possible to Make												
		Range†	Max.				Min.	Inches	Max.	Min.									
	Grain Runs Parallel to Dimensions in Parentheses	Making Orders	Grade* Being Run	Inches	Inches	Inches	lb	lb	lb	lb	lb	lb	lb	lb	lb	lb	lb	lb	lb
U. S. Linen	17 x (22)	3,300	1,100	56 to 72	28	16	9	3,300	1,100	28	9	Cream	3,300	lb	Glazed Laid Formation	3,300	lb	550	
	17 x (26)																		
	(22) x 34 (26) x 34																		
Colonial	17 x (22)	3,300	1,100	56 to 72	28	16	9	3,300	1,100	28	9	White	3,300		Glazed Laid Formation	3,300		550	
	17 x (26)																		
	(22) x 34 (26) x 34																		
Aulde Scotia Lynene	17 x (22)	3,300	1,100	46 to 53	26½	17	13	3,300	1,100	28	13	Cream	3,300		Glazed Laid Formation	3,300		550	
	(22) x 34																		
Rival	17 x (22)	7,150	1,650	64 to 75	37½	16	13	7,150	3,300	28	13	Cream	7,150		Glazed Laid Formation	7,150		1,650	
	(22) x 34																		

\* "Grade Being Run" means that if the grade in color desired is being run when paper is wanted, orders can be taken for smaller minimum quantities.  
† "Range" means the widths it is possible to supply. These widths are not only determined by the rolls, but in some cases by the cutting and other finishing apparatus. Accordingly it is necessary to establish widths which will divide evenly into any of the widths listed under "Range," the minimum and maximum widths being those indicated in the respective columns so headed.

# Mimeograph Papers in Non-Standard Specifications

Conditions controlling the making of each grade in special sheet sizes, special substance weights, special colors and finishes

**IMPORTANT NOTICE**—All standard sizes, weights, colors and finishes are given below. If possible, adjust use to these (see pages 76 and 77). If not possible, when order is ready to be placed for non-standard specifications, it is

always advisable to get in touch with an Eagle-A Service House, for conditions at mills may permit the company to meet the requirements more closely than the provisions set forth below would indicate.

STANDARD GRADES	SIZES						SUBSTANCE WEIGHTS				COLORS		FINISHES			
	STANDARD	NON-STANDARD						STANDARD Basis 17 x 22	NON-STANDARD			STANDARD	NON-STANDARD	STANDARD	NON-STANDARD	
		Min. Quantity Possible to Make	Widths Possible to Make		Lengths		Min. Quantity Possible to Make		Grade* Being Run	Weights Possible to Make						
			Range†	Max.	Min.	Max.					Max.					Min.
	Grain Runs Parallel to Dimensions in Parentheses	Making Orders	Grade* Being Run	Inches	Inches	Inches	Inches	lb	Making Orders	Grade* Being Run	lb	lb	lb	lb	lb	lb
Peerless	16 x (26)	lb	lb	Inches	Inches	Inches	Inches	lb	lb	lb	lb	lb	lb	lb	lb	lb
	17 x (22)	8,000	1,650	66 to 75	37½	17	52	16	8,000	3,300	24	16	White	Laid Formation	8,000	Not Made
	17 x (26)							20								
	17 x (28)															
	(22) x 34															
Delta	17 x (22)	15,000	2,200	80 to 88	44	16	52	16	15,000	4,400	24	16	White Pink Buff Blue	Laid Formation	15,000	Not Made
	17 x (26)															
	17 x (28)															
	(22) x 34															

\*"Grade Being Run" means that if the grade in color desired is being run when paper is wanted, orders can be taken for smaller minimum quantities.  
†"Range" means the widths it is possible to supply. These widths are not only determined by the rolls, but in some cases by the cutting and other finishing apparatus. Accordingly it is necessary to establish widths which will divide evenly into any of the widths listed under "Range," the minimum and maximum widths being those indicated in the respective columns so headed.

# Ledger Papers in Non-Standard Specifications

Conditions controlling the making of each grade in special sheet sizes, special substance weights, special colors and finishes

**IMPORTANT NOTICE**—All standard sizes, weights, colors and finishes are given below. If possible, adjust use to House, for conditions at mills may permit the company these (see pages 76 and 77). If not possible, when order is ready to be placed for non-standard specifications, it is set forth below would indicate.

STANDARD GRADES	SIZES										SUBSTANCE WEIGHTS				COLORS		FINISHES	
	STANDARD				NON-STANDARD						NON-STANDARD				NON-STANDARD		NON-STANDARD	
	Grain Runs Parallel to Dimensions in Parentheses	Min. Quantity Possible to Make Making Orders	Grade* Being Run	Inches	Widths Possible to Make		Lengths		STANDARD Basis 17 x 22	Min. Quantity Possible to Make Making Orders	Grade* Being Run	Weights Possible to Make	Max.	Min.	STANDARD	NON-STANDARD	STANDARD	NON-STANDARD
					Range†	Max.	Min.	Max.										
	lb	lb	lb	Inches	Inches	Inches	Inches	Inches	lb	lb	lb	lb	lb	lb	lb	lb	lb	lb
Government Record	(16) x 21		550	56 to 72	28	16	42	16	24	3,300	1,100	40	20	White Buff Blue	Glazed	3,300	550	
	16 x (42)								28									
	(17) x 22																	
	(17) x 28																	
	(18) x 23																	
	(19) x 24																	
	21 x (32)																	
	22 x (34)																	
	23 x (36)																	
	24 x (38)																	
Brunswick Linen	28 x (34)																	
	(16) x 21		550	56 to 72	28	16	42	16	24	3,350	1,100	40	20	White Buff Blue	Glazed	3,350	550	
	16 x (42)																	
	(17) x 22																	
	(17) x 28																	
	(18) x 23																	
	(19) x 24																	
	21 x (32)																	
	22 x (34)																	
	23 x (36)																	
24 x (38)																		
28 x (34)																		

Account Linen	(16) x (21) 16 x (42) (17) x 23 (17) x 23 (18) x 23 (19) x (24) 21 x (32) 22 x (34) 23 x (36) 24 x (38) 28 x (34)	4,950	550	56 to 72	28	16	42	16	24	4,950	1,100	40	20	White	4,950	Glazed	4,950	550
	(16) x 21 (17) x 22 (17) x 28 (18) x 23 (19) x 24 (20) x 28 21 x (32) 22 x (34) 23 x (36) 24 x (38) 28 x (34)																	
Extension	(16) x 21 (17) x 22 (17) x 28 (18) x 23 (19) x 24 (20) x 28 21 x (32) 22 x (34) 23 x (36) 24 x (38) 28 x (34)	4,950	550	56 to 72	28	16	42	16	24	4,950	1,100	40	20	White Blue Buff	4,950	Glazed	4,950	550
	(16) x (21) 17 x (22) 17 x (28) 18 x (23) (19) x 24 (20) x (26) (21) x 32 (23) x 34 (23) x (36) 24 x (38) (22) x 34 (22) x (24) (24) x (24)	7,150	1,650	64 to 76	38	16	52	16	24	7,150	3,300	40	20	White Buff	7,150	Glazed	7,150	1,650
Gloria	(16) x (21) 17 x (22) 17 x (28) 18 x (23) (19) x 24 (20) x (26) (21) x 32 (23) x 34 (23) x (36) 24 x (38) (22) x 34 (22) x (24) (24) x (24)																	
	(16) x (21) 17 x (22) 17 x (28) 18 x (23) (19) x 24 (20) x (26) (21) x 32 (23) x 34 (23) x (36) 24 x (38) (22) x 34 (22) x (24) (24) x (24)																	
Telephone	(16) x (21) 17 x (22) 17 x (28) 18 x (23) (19) x 24 (20) x (26) (21) x 32 (23) x 34 (23) x (36) 24 x (38) (22) x 34 (22) x (24) (24) x (24)	12,100	2,200	72 to 88	44	16	52	16	24	12,100	4,400	40	20	White Buff	12,100	Glazed	12,100	2,200
	(16) x (21) 17 x (22) 17 x (28) 18 x (23) (19) x 24 (20) x (26) (21) x 32 (23) x 34 (23) x (36) 24 x (38) (22) x 34 (22) x (24) (24) x (24)																	

\*"Grade Being Run" means that if the grade in color desired is being run when paper is wanted, orders can be taken for smaller minimum quantities.  
†"Range" means the widths it is possible to supply. These widths are not only determined by the rolls, but in some cases by the cutting and other finishing apparatus.  
Accordingly it is necessary to establish widths which will divide evenly into any of the widths listed under "Range," the minimum and maximum widths being those indicated in the respective columns so headed.

# Writing Papers in Non-Standard Specifications

Conditions controlling the making of each grade in special sheet sizes, special substance weights, special colors and finishes

IMPORTANT NOTICE—All standard sizes, weights, colors and finishes are given below. If possible, adjust use to these (see pages 76 and 77). If not possible, when order is ready to be placed for non-standard specifications, it is always advisable to get in touch with an Eagle-A Service House, for conditions at mills may permit the company to meet the requirements more closely than the provisions set forth below would indicate.

STANDARD GRADES	SIZES						SUBSTANCE WEIGHTS				COLORS		FINISHES		
	STANDARD		NON-STANDARD				STAN- DARD Basis 17 x 22	NON-STANDARD			STANDARD	NON- STANDARD	STANDARD	NON-STANDARD	
	Grain Runs Parallel to Dimensions in Parentheses	Min. Quantity Possible to Make	Widths Possible to Make		Lengths			Min. Quantity Possible to Make	Grade* Being Run	Making Orders					lb
			Range†	Max.	Min.	Max.						Min.			
Old Chester Mills	17 x (22) (22) x 34	lb 3,300	lb 550	Inches 44 to 63	Inches 28 16	Inches 42 16	lb 20 24	lb 3,300	lb 1,100	lb 28 16	White	lb 3,300	Antique and Satin	lb 3,300	lb 550
Parsons Tinted	(17) x 22 (17) x 28 (19) x 24 22 x (34) 28 x (34) 24 x (38)	4,950	1,100	56 to 72	28 16	42 16	20 24	4,950	1,100	28 16	Azurine Blue Dark Blue Dark Green Cherry Fawn Amber Pink Melon Canary	4,950	Calendered Laid Formation	4,950	550
Wauregan Colored Flats	17 x (22) 17 x 28 (19) x 24 (22) x 34	10,000	1,650	64 to 72	36 16	52 16	24	10,000	3,300	28 16	Blue Opaline Shell Rose Marguerite	10,000	Calendered	10,000	1,650





# Book Papers in Non-Standard Specifications

Conditions controlling the making of each grade in special sheet sizes, special substance weights, special colors and finishes

**IMPORTANT NOTICE**—All standard sizes, weights, colors and finishes are given below. If possible, adjust use to these (see pages 76 and 77). If not possible, when order is ready to be placed for non-standard specifications, it is always advisable to get in touch with an Eagle-A Service House, for conditions at mills may permit the company to meet the requirements more closely than the provisions set forth below would indicate.

STANDARD GRADES	SIZES					SUBSTANCE WEIGHTS					COLORS		FINISHES				
	STANDARD	NON-STANDARD					STANDARD Basis 25x38	NON-STANDARD				STANDARD	NON-STANDARD	STANDARD	NON-STANDARD		
		Grain Runs Parallel to Dimensions in Parentheses	Min. Quantity Possible to Make	Widths Possible to Make		Lengths		Min. Quantity Possible to Make	Grade* Being Run	Making Orders	Min. Quantity Possible to Make				Grade* Being Run	Minimum Quantity Possible to Make	
				Range†	Max.	Min.											Max.
	Light Weight 12½ x 19 19 x 25 Heavy Weight 12½ x 19 19 x 25	lb	lb	Inches	Inches	Inches	lb	lb	lb	lb	White	lb	lb	Laid Formation	lb	lb	
Deckle d'Aigle		2,000		11 x 17 to 20 x 30													
American Vellum	25 x (38)	12,000	2,200	75 to 84	42	25	64½	16	60 80 100	12,000	4,400	120	50	White India Gray	12,000	42,000	Not Made
Berkshire Text	25 x (38)	10,000	2,200	75 to 84	42	25	64½	26	60 80	10,000	4,400	120	50	White India French Gray	10,000	10,000	Not Made
Albion Text	25 x (38)	10,000	1,650	72 to 76	38	24	64	28	60 80	10,000	3,300	100	50	White India	10,000	10,000	Not Made

American Bulking Book	25 x (38) (28) x 42 (30) x 44 (32) x 44 (38) x 50	15,000	3,300	96 to 110	55	16	64	16	50 60 70 80	15,000	6,000	120	50	White	15,000	Antique	15,000	Not Made
Railroad Folder	(25) x (38) 28 x (44)	10,000	2,200	75 to 86	43	16	64½	16	60	10,000	4,400	120	40	White Rose Apple Green Canary Granite R. E. Blue Nile Green India Straw	10,000	Antique Super Calendered High Plate	10,000	Not Made
Arrivé Half-tone	(25) x (38)	10,000	2,200	76 to 86	43	19	64½	43	50 60 70 80	10,000	4,400	120	50	White India	10,000	Super Calendered High Plate	10,000	Not Made
American Eggshell	25 x (38) 28 x (42) (32) x (44) (38) x 50	15,000	3,300	96 to 110	55	16	64	16	50 60 70 80	15,000	6,000	120	40	White India	15,000	Eggshell	15,000	Not Made
American English Finish	(25) x (38) (28) x (36) (30) x 42 (32) x 44 (38) x (46) 33 x (50) (38) x (48)	60,000	6,000	125 to 138	69	25	64½	16	40 45 50 60 70 80	60,000	30,000	100	45	White	60,000	English	60,000	Not Made
American Super Calendered	25 x (38) (28) x 42 (32) x (44) (38) x 50	10,000	3,300	96 to 110	55	16	64	16	40 50 60 70 80	10,000	6,000	120	40	White	15,000	Super Calendered	10,000	Not Made

\*"Grade Being Run" means that if the grade in color desired is being run when paper is wanted, orders can be taken for smaller minimum quantities.

†"Range" means the widths it is possible to supply. These widths are not only determined by the rolls, but in some cases by the cutting and other finishing apparatus. Accordingly it is necessary to establish widths which will divide evenly into any of the widths listed under "Range," the minimum and maximum widths being those indicated in the respective columns so headed.

# Cover Papers in Non-Standard Specifications

Conditions controlling the making of each grade in special sheet sizes, special substance weights, special colors and finishes

IMPORTANT NOTICE—All standard sizes, weights, colors and finishes are given below. If possible, adjust use to these (see pages 76 and 77). If not possible, when order is ready to be placed for non-standard specifications, it is always advisable to get in touch with an Eagle-A Service House, for conditions at mills may permit the company to meet the requirements more closely than the provisions set forth below would indicate.

STANDARD GRADES	SIZES						SUBSTANCE WEIGHTS				COLORS		FINISHES			
	STANDARD	NON-STANDARD						STANDARD Basis 22 x 26	NON-STANDARD			STANDARD	NON-STANDARD	STANDARD	NON-STANDARD	
		Min. Quantity Possible to Make	Widths Possible to Make		Lengths		Min. Quantity Possible to Make		Grade* Being Run	Min. Quantity Possible to Make						
			Range†	Max.	Min.	Max.					Min.					
																Making Orders
	lb	Inches	Inches	Inches	Inches	lb	lb	lb	lb	White Army Brown Olive Green Oxford Gray Cadet Blue Shamrock Gr. Colonial Buff Nubian Black Columbia Blue Pompeian Red Havana Brown	lb	Antique Ripple Linen	lb	lb		
Herculean	(20) x (26) (23) x (33)	10,000	2,000	34 to 41 58 to 66 78 to 86	43	16	64	16	65 100	10,000	4,000	130	25	10,000	10,000	550
Arven Plate	(26) x (40)	10,000	2,000	34 to 41 58 to 66 78 to 86	43	16	64	16	100 130	10,000	4,000	130	25	10,000	High Plate	550

Paradox	(20) x (26) (23) x (33)	10,000	2,000	34 to 41 58 to 66 78 to 86	43	16	64	16	50 65 80 130	10,000	4,000	130	25	White India Green Buff Brown Fibrol Granite Blue	10,000	Antique High Rate	10,000	550
Standard	(20) x (26) (23) x (33)	10,000	2,000	34 to 41 58 to 66 78 to 86	43	16	64	16	25 35 50	10,000	4,000	130	25	Apple Green Buff Cherry Canary Fawn Gold Blue Granite Blue Mandarin R.E. Blue Scarlet Steel Gray	10,000	Super Calendered Antique	10,000	550
Riverdale	(20) x (26) (23) x (33) (26) x (40)	10,000	2,000	34 to 41 58 to 66 78 to 86	43	16	64	16	50 65 80	10,000	4,000	130	25	White Gold Fawn Steel Gray Blue Granite Blue Brown Green Red	10,000	Antique	10,000	550

\*"Grade Being Run" means that if the grade in color desired is being run when paper is wanted, orders can be taken for smaller minimum quantities.

†"Range" means the widths it is possible to supply. These widths are not only determined by the rolls, but in some cases by the cutting and other finishing apparatus. Accordingly it is necessary to establish widths which will divide evenly into any of the widths listed under "Range," the minimum and maximum widths being those indicated in the respective columns so headed.

# Bristol Papers in Non-Standard Specifications

Conditions controlling the making of each grade in special sheet sizes, special substance weights, special colors and finishes

**IMPORTANT NOTICE**—All standard sizes, weights, colors and finishes are given below. If possible, adjust use to these (see pages 76 and 77). If not possible, when order is ready to be placed for non-standard specifications, it is

always advisable to get in touch with an Eagle-A Service House, for conditions at mills may permit the company to meet the requirements more closely than the provisions set forth below would indicate.

STANDARD GRADES	SIZES						SUBSTANCE WEIGHTS				COLORS		FINISHES		
	STANDARD		NON-STANDARD				STANDARD Basis 25% x 30%	NON-STANDARD		STANDARD	NON-STANDARD	STANDARD	NON-STANDARD		
	Grain Runs Parallel to Dimensions in Parentheses	Min. Quantity Possible to Make	Widths Possible to Make		Lengths	Min. Quantity Possible to Make		Weights Possible to Make							
			Making Orders	Grade* Being Run			Range†		Max.	Min.	Max.	Min.	Min. Quantity Possible to Make	Grade* Being Run	Min.
Agawam Index	20½ x (24½)	lb	Inches	Inches	Inches	Inches	lb	lb	lb	lb	White Buff	lb	lb	lb	
	22½ x (28½)	3,850	1,100	60 to 72	30½	16	42	16	110	2,200	220	110	Blue	3,850	
	25½ x (30½)						220	3,850			Salmon Canary Green Fawn		Machine	550	
Cherokee Index	20½ x (24½)	12,000	2,200	76 to 86	43	16	64	16	110	4,400	220	110	White Blue		
	25½ x (30½)							12,000			Salmon Buff Cherry Green		Machine	12,000	2,200
Darien Index	20½ x (24½)	90,000	6,000	125 to 138	46	20½	52	45,000 #110	110	90,000	170	110	White Buff	90,000	Not Made
	25½ x (30½)			#110—	43	16	64	#140			4,400		Machine	90,000	
	22½ x (28½)			76 to 86	#170			#140 to #170					All Weights All Colors		

American Rope	22½ x (28½)	8,250	1,650	67½ to 80	40	17	50	16	110	8,250	3,300	220	110	Brown Cherry Dark Blue Green Lawn Green Light Blue Purple Red Russet Scarlet Steel Gray Tea Yellow	8,250	Machine	8,250	550
	22 x (28) 22½ x (28½) (28) x 44 Basis 22½ x 28½																	
American Post Card		90,000	6,000	125 to 133	46	20½	52	16	105	90,000	45,000	140	110	Cream	90,000	Machine	90,000	Not Made

\*"Grade Being Run" means that if the grade in color desired is being run when paper is wanted, orders can be taken for smaller minimum quantities.  
 †"Range" means the widths it is possible to supply. These widths are not only determined by the rolls, but in some cases by the cutting and other finishing apparatus.  
 According to it is necessary to establish widths which will divide evenly into any of the widths listed under "Range," the minimum and maximum widths being those indicated in the respective columns so headed.

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# Wedding and Papeterie Papers in Non-Standard Specifications

Conditions controlling the making of each grade in special sheet sizes, special substance weights, special colors and finishes

**IMPORTANT NOTICE**—All standard sizes, weights, colors and finishes are given below. If possible, adjust use to these (see pages 76 and 77). If not possible, when order is ready to be placed for non-standard specifications, it is

always advisable to get in touch with an Eagle-A Service House, for conditions at mills may permit the company to meet the requirements more closely than the provisions set forth below would indicate.

STANDARD GRADES	SIZES						SUBSTANCE WEIGHTS				COLORS		FINISHES					
	STANDARD		NON-STANDARD				STAND- DARD Basis 21½ x 33	NON-STANDARD			STANDARD	NON- STANDARD	STANDARD	NON-STANDARD				
	Grain Runs Parallel to Dimensions in Parentheses	Min. Quantity Possible to Make	Widths Possible to Make		Lengths			Min. Quantity Possible to Make	Grade* Being Run	Max.				Min.	Minimum Quantity Possible to Make	Grade* Being Run		
			Range†	Inches	Inches	Inches											Max.	Min.
Arden Wedding	21½ x (33)	lb 2,750 550	Inches 58 to 66	22	16	34	16	lb 2,750 550	lb 1,100 40	20	White	Lawn and Plated Vellum	lb 2,750 550	lb 550				
Biscay Wedding	21½ x (33)	3,300 550	58 to 66	22	16	34	16	3,300 550	1,100 40	20	White Buff Blue Gray Pink Green Lavender	Lawn and plated Vellum	3,300 550	550				
Chesterfield Papeterie	21½ x (33)	3,850 550	43 to 63	22	16	34	16	3,850 550	1,100 40	20	White Pink Violet Blue Buff Gray Green	Lawn and plated Vellum	3,850 550	550				



Dorrington Papeterie	21½ x (33)	7,500	1.100	64 to 72	22	16	34	16	53 60½ 2-53 3-53 2-60½ 3-60½	7,500	2,200	40	20	White Blue Violet Buff Pink Green Gray	7,500	Lawn Vellum Satins Coarse Rib'd Linen	7,500	550
Farnsworth Papeterie	21½ x (33)	10,000	1.650	64 to 72	36	16	52	16	53 60½ 2-60½ 3-60½	10,000	3,300	40	20	White Buff Blue Green Gray Pink Lavender	10,000	Sectional Lawn and Calendered Vellum	10,000	550

\*"Grade Being Run" means that if the grade in color desired is being run when paper is wanted, orders can be taken for smaller minimum quantities.

†"Range" means the widths it is possible to supply. These widths are not only determined by the rolls, but in some cases by the cutting and other finishing apparatus. Accordingly it is necessary to establish widths which will divide evenly into any of the widths listed under "Range," the minimum and maximum widths being those indicated in the respective columns so headed.

# Offset Papers in Non-Standard Specifications

Conditions controlling the making of each grade in special sheet sizes, special substance weights, special colors and finishes

**IMPORTANT NOTICE**—All standard sizes, weights, colors and finishes are given below. If possible, adjust use to House, for conditions at mills may permit the company these (see pages 76 and 77). If not possible, when order is ready to be placed for non-standard specifications, it is set forth below would indicate.

STANDARD GRADES	SIZES				SUBSTANCE WEIGHTS				COLORS		FINISHES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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	STANDARD Grain Runs Parallel to Dimensions in Parentheses	Min. Quantity Possible to Make	Widths Possible to Make		Lengths		STANDARD 25x38 lb	Min. Quantity Possible to Make	Weights Possible to Make	STANDARD	NON-STANDARD Minimum Quantity Possible to Make	STANDARD	NON-STANDARD Minimum Quantity Possible to Make																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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Making Orders	Grade* Being Run	lb	10,000	1,650	64 to 80	40	16	63½	Inches	Max.	Min.	lb	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b	1b

\*"Grade Being Run" means that if the grade in color desired is being run when paper is wanted, orders can be taken for smaller minimum quantities.  
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## *Bulking*

THE bulk of paper may be considered as the degree of thickness as measured when a number of sheets are stacked together. Antique or unfinished papers always have a greater bulk in proportion to their weight than calendered, machine-finished or plated papers.

Special papers have been developed to give a great bulk to weight. These papers are usually termed "bulking papers." They are used when it is desirable to give the printed piece a thickness greater than would be ordinarily required. Popular novels are frequently printed on bulking book papers.

The high bulking quality of these books can be seen by comparing a stack of these papers one inch thick with a stack of super calendered papers such as American Super Calendered of the same weight. The high bulking paper, for example American Bulking Book, 25 x 38—60, will stack only 158 sheets to the inch, while American Super Calendered Book of the same substance weight will have 350 sheets to the inch.

On the following page is given a chart which shows the relative bulking of the ten book grades,

## Relative Bulking of Book Papers

GRADE	WEIGHT Basis 25 x 38	BULK Sheets to the Inch	BULK Pages to the Inch
Deckle d'Aigle	80 100	200 160	400 320
American Vellum	60 80 100	240 180 144	480 360 288
Berkshire Text	60 80	213 160	426 320
Albion Text	60 80	200 150	400 300
American Bulking	50 60 70 80	188 158 135 118	376 316 217 236
Railroad Folder	50 60	400 333	800 666
Arrivé Halftone	50 60 70 80	420 350 300 263	840 700 600 526
American Super Calendered	40 50 60 70 80	480 400 333 285 250	960 800 666 570 500
American English Finish	40 50 60 70 80	416 333 277 238 208	832 666 554 476 416
American Eggshell	50 60 70 80	212 177 151 133	424 354 302 266

# *The Eagle-A Line of Quality- Standard Papers*

## WHAT THE LINE CONSISTS OF

The Eagle-A Line of Quality-Standards embodies papers for almost every essential printing, stationery and advertising use, the only exceptions being newsprint, coated, blotting and tissue papers.

## WHY IT WAS DEVELOPED

This line was developed to meet the demand of seven national associations of buyers and users of paper. These groups control the buying of paper to the amount of 95% of all the paper used in this country for business correspondence, advertising and publication purposes.

The following is a list of the Associations:

1st. The United Typothetæ of America—the leading printers, who do an annual business of roughly \$500,000,000.

2d. The National Association of Employing Lithographers—the members of which manufacture \$150,000,000 worth of Lithography.

3d. The National Association of Stationers and Manufacturers—retail and wholesale—whose volume exceeds \$250,000,000 a year.

4th. The National Association of Steel and Copper Plate Engravers, representing the producers of all engraved and embossed letterheads—with a volume of \$150,000,000.

5th. The Association of National Advertisers—comprising the largest advertisers in the country.

6th. The National Association of Purchasing Agents, with approximately 5,000 members.

7th. The Direct Mail Advertising Association—comprising leading advertising managers and sales executives.

These associations demanded that a line of papers should be produced—

That would reduce wastage in manufacture and buying and insure the lowest possible production cost and greatest possible uniformity;

That would provide the proper kind of paper for each essential use;

That would grade each kind to some practical standard

Bonds

Linens

Ledgers

Writings

Books

Offsets

Covers

Bristols

Weddings  
and Papers

Mimeo-  
graphs

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Station-  
Cabinet

Typewrite  
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so that the user could readily determine which grade best fitted his particular requirements;

That would indicate the uses for which each grade was specifically developed; and

That every grade could be obtained conveniently in all standard sizes, weights, colors, and finishes, at the lowest distribution cost, from centrally located service houses.

## HOW THE EAGLE-A LINE OF QUALITY-STANDARDS WAS DEVELOPED TO MEET THESE DEMANDS

### *An analysis of the use-requirements of paper*

In establishing the use-requirements of paper, the American Writing Paper Company called on committees of various associations representing the largest producers and consumers of printing, as well as representative paper merchants throughout the country. These committees acted as an advisory board. The company put at their disposal all the resources of its 26-mill equipment, its technical laboratory and the long, practical experience of its personnel of paper experts.

From this investigation it was established that papers have four general use factors. It was also demonstrated that the relative importance of one or a combination of these factors over the other determines the kinds of paper, and number of grades of each kind, that must be created to meet each printing, advertising and stationery requirement.

These use factors are:

*Longevity*—the length of time for which the paper must resist deterioration.

*Treatment*—the amount and severity of handling, folding or exposure to which the paper is to be subjected.

*Impress*—the mechanical method of applying the reading matter, illustrations, decorations or rulings.

*Appearance*—the character or sense appeal in the paper itself.

*Longevity* requires consideration of the life of a paper which, in turn, is dependent on the character of the materials of which it is made. Rags, chemical wood pulp, and mechanical wood pulp are the chief materials used in paper-making. Mechanical wood pulp is obtained by grinding short logs, largely spruce, against rapidly revolving grindstones, turned in water. Mechanical or ground wood pulps deteriorate very rapidly, due to the non-cellulose material called lignin contained in the wood. Newspapers contain about 75% of this pulp. Chemical wood pulp is made in different ways, the resulting product being called

Sulphite, Soda or Sulphate Pulp. In all the chemical processes employed an attempt is made to remove all the ingredients of the wood except the pure cellulose fiber. It is the greater or lesser amount of this lignus material left in the pulp that limits the life of paper made from chemical wood pulp. On the other hand, cotton rags and linters being 100% cellulose furnish an ingredient that will last indefinitely. Linen rags are also 100% cellulose but are now practically unobtainable. Where permanency is required rag stock is necessary, and the degree of permanency will be governed by the proportion of the rag content of the paper.

*Treatment* requires consideration of the tensile and folding strength, stiffness, and, in some cases, the weight of the paper used. The strength will naturally depend on the quality and kind of materials used and on the care and method of manufacture. While the strength of the rags or pulp used will generally be reflected in the strength of the paper, this strength can be reduced in the processing which consists of washing, bleaching and beating. The speed of the paper machine will also affect the strength. In the formation of the sheet the fibers have a tendency to lie parallel with the direction of the machine, giving a "grain" to the paper. For this reason tests made of the cross direction of the paper are more indicative of its physical characteristics than those made of the machine direction. The terms "Machine-dried" and "Loft-dried" refer to the method of drying the paper. "Machine-dried" paper is dried rapidly and, on account of the mechanical method, under some tension. The "Loft-dried," being slower and unrestricted, allows the paper to shrink naturally in all directions and gives a more uniform and stronger sheet.

*Impress* may be limited to one kind, but is usually a combination of several kinds. Each requires consideration of different factors in the paper. In offset printing shrinkage is a factor, in mimeograph work absorbency, and for pen and pencil writing erasive qualities and non-absorbency are important. Finish, weight, color, opacity and stiffness of paper must also be considered with respect to the type of impress and the method of its application. Again, these factors are obtained by the use of different materials and through the method of processing the paper.

*Appearance* is obtained in the finish, color, weight and general quality character in the paper used. It is the sense appeal in the paper itself and is the only one of the four factors of use which personal opinion may influence. Appearance, as with the two preceding factors, is dependent on the materials used and in the method of manufacture, particularly the finishing. The four general methods of finishing are machine finishing, super-

Bonds

Linens

Ledgers

Writings

Books

Offsets

Covers

Bristols

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and Paps

Mimeo-  
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calendering, sheet-calendering and sheet plating. Most of the special finishes are obtained by sheet plating, which consists in transferring, by means of heavy pressure, a surface impression from a fabric to the paper, as in "linen finished" or "lawn finished" papers.

From the analysis of the use-requirements of thousands of printed pieces in relation to these four use factors, 10 kinds of papers and 54 grades were established as the minimum number of essential kinds and grades. It was next necessary to determine a scientific formula for each grade level. This was developed by the Department of Technical Control of the American Writing Paper Company, conforming with the use-requirements determined by the investigation.

### THE STANDARDIZATION OF EACH GRADE

*To insure the lowest production cost* each grade is produced on the machine best adapted to its manufacture in a mill devoted to producing the kind of paper to which the grade belongs. In this way maximum value is obtained from long runs and the highest quality is insured through specialization of operatives, machines and mills. The purchase of raw materials, on the other hand, is centralized to effect the maximum of economy from large-scale operation.

*To insure the greatest possible uniformity* the raw materials of each grade are required to meet rigid standards established through scientific research in the Department of Technical Control. This department has also co-operated in standardizing the processing to which this raw material is subjected in paper manufacture. The finished product is continually tested by the mill staff and counter-checked by the technical laboratory.

### THE TEN KINDS OF ESSENTIAL PAPERS AND THE RANGE OF GRADES IN EACH

Eagle-A Quality-Standards consist of 10 kinds of paper divided into a total of 54 grades as follows:

BONDS (nine standard grades).	OFFSETS (four standard grades).
LINENS (four standard grades).	COVERS (six standard grades).
LEDGERS (six standard grades).	BRISTOLS (five standard grades).
WRITINGS (five standard grades).	WEDDINGS (two standard grades).
BOOKS (two standard De Luxe grades) (six standard grades).	PAPETERIES (three standard grades).
	MIMEOGRAPHS (two standard grades).

The range of grades within each classification or kind of paper meets all the needs to which that kind is adapted, each grade meanwhile retaining its own quality distinction.



# RELATIVE QUALITIES OF THE VARIOUS KINDS AND GRADES OF PAPER

## *Kinds of Classifications*

It is almost impossible to express in definite terms a quality relation between different kinds of paper developed to meet different combinations of use-requirements. For example, impress and appearance are of greater importance in book papers than in ledgers, where longevity and strength are the prime essentials. In comparing the quality of a book paper with a ledger, therefore, a common denominator is missing. However, in the forewords to each classification or kind of paper, in the following pages, the general relationship has been defined wherever possible, sometimes in terms of the longevity or life factor of the paper, sometimes in greater detail.

## *Grades—The Relative Charts*

The relative paper qualities of each grade, such as bursting, tensile, folding and tearing strength; longevity, color and cleanliness, feel, formation, etc., are set forth in a series of charts to be found at the beginning of that section dealing with the kind of papers to which the grade belongs.

The values enumerated in each chart are relative only, but are based on a fixed formula for the highest grade of each kind to which the other grades in the classification are made to bear a fixed relationship. The purpose of these charts is to show this relationship of each grade to the highest and, of course, to each other grade as well, both in paper qualities and in substance weights. The figures given, therefore, do not indicate the actual paper quality for the grade—its actual folding strength, etc.—but its folding strength in relation to the other grade in its classification or kind.

*The Relative Charts were developed as follows:* Three general use factors were evaluated and a summation made for the total, or "quality index"; namely, Strength, Life and Appearance.

*Strength* is determined by a proper interpretation of the several physical tests applied in the laboratory. The tensile, tearing, and folding tests are applied in the cross direction of the grain of the sheet. Just as a chain is no stronger than its weakest link, so a paper is no more resistant than its weaker direction. Each of these tests is made according to the standard methods of testing of the Technical Association of the American Paper and Pulp Industry.

*Life* is the index of the degree of longevity of the sheet under ordinary, moderate usage. As nearly as is known at present,

Bonds

Linens

Ledgers

Writing

Books

Offsets

Covers

Bristol

Wedding  
and Pa

Mimeograph

Announcement

Stationery  
Cabinets

Typewriting  
Papers

Writing  
Tables

Special  
Paper

Eagle  
Line

In

this is proportional to the percentage of cotton fiber in its composition.\*

*Appearance* is the appeal which the sheet makes to the senses. While this is a matter of judgment, actual and unprejudiced tests have shown almost no difference of opinion among those accustomed to judging paper. Each of the factors shown under this head has been evaluated by a number of experts.

As stated elsewhere, the charts as given relate only to the relative qualities of Eagle-A Papers. While the formula is available by which any paper may be translated into the relative terms of these charts for purposes of comparison, the American Writing Paper Company contents itself with the establishment of its own quality-standards and the frank statement of the relative rating of each of its papers under each factor of these standards.

This company does not state nor does it believe that its relative ratings are perfect or final. It does claim, however, first, that it builds its papers according to definite standards and for definite uses; secondly, that in this Handbook and in its other publications, a frank and full statement is made as to the uses and the relative quality-standards of each grade—a statement intelligible and undoubtedly helpful to any user of paper.

#### GENERAL USES

The papers of the Eagle-A Line have been graded to meet definite use-requirements in the two general groups of printed pieces: (1) Those which convey a message, such as advertising literature and formal announcements, and (2) those which record transactions, such as documents, office forms and the like. The uses for which each grade has been developed are specifically indicated, in the following pages, in the detailed description of each grade. The papers suitable for each kind or style of printed piece and for the method of impress to be employed are enumerated in a series of charts included in a section of this book entitled, "How to Select the Right Paper," on pages 8 to 23. Reference to the proper chart will be found in the index under the name and style of printed piece desired.

#### ADAPTABILITY TO EACH METHOD OF IMPRESS

Every method of impress to which paper is subjected is provided for in the Eagle-A Line. However, the use of half-tones of 150 and 175 line screens are not recommended. The following are the usual forms of impress:

##### *Relief or Letterpress Printing*

From Type, Line Cuts, Half-tones, Wood Cuts.

\*Linen fiber is not mentioned since its existence in mercantile papers is so rare as to be negligible.

## *Surface Printing*

Lithography (straight and offset). Photo Gelatine.

## *Intaglio Printing*

Copper Plate, Steel Dies, Photogravure and Rotary Photogravure.

## *Duplicating*

Multigraph, Mimeograph, and other Special Duplicating Devices, Bookkeeping Machines.

Typewriting, Pen Writing, Pencil Writing, Machine Ruling.

## SIZES

Eagle-A Papers are made in all standard sheet sizes, which are those demanded as a measure of economy by seven national associations of producers and users of printing. They are also recommended by the Committee on Simplification of Paper Sizes appointed by the Bureau of Standards of the Department of Commerce. Briefly, the reasons for their selection are:

1. An exhaustive analysis has shown that 95% of all popular printed pieces may be cut from these paper sheet sizes without waste.
2. These sizes fit the printer's equipment.
3. They are the sizes best adapted to efficient paper production.

## WEIGHTS

Each grade of the Eagle-A Line is made in all the standard substance weights to meet the use-requirements for which the grade has been developed. These weights have been established by the various trade associations in the paper industry.

## COLORS

The colors in which each grade of Eagle-A papers is made have been selected to cover the normal use-requirements of that grade. Since there is a grade for each requirement and the necessary color range in each grade, it follows, therefore, that the Eagle-A Line as a whole embraces a color for every purpose.

## FINISHES

The finishes in which the different grades of Eagle-A Papers may be obtained have been developed in accordance with the standardization methods employed in establishing sizes, weights, etc. As new processes of printing production or use-requirements are standardized, new finishes to meet these requirements are developed, and a continual effort is maintained to better the standard finishes to meet more closely the most exacting conditions. The policy of standardization calls for the minimum

number of finishes that will meet all requirements and the elimination of those which are freakish and have only a very limited use.

#### HOW EAGLE-A PAPERS ARE TRIMMED

All Eagle-A Papers are cut  $\frac{1}{16}$ " to  $\frac{1}{8}$ " over size in both dimensions in order that the paper may be full size under all conditions of storage. This is necessary because paper expands as the humidity increases and contracts as it is reduced. Thus paper trimmed to exact size on a damp day in summer would be appreciably under size on a dry day in winter.

#### HOW EAGLE-A PAPERS ARE PACKED

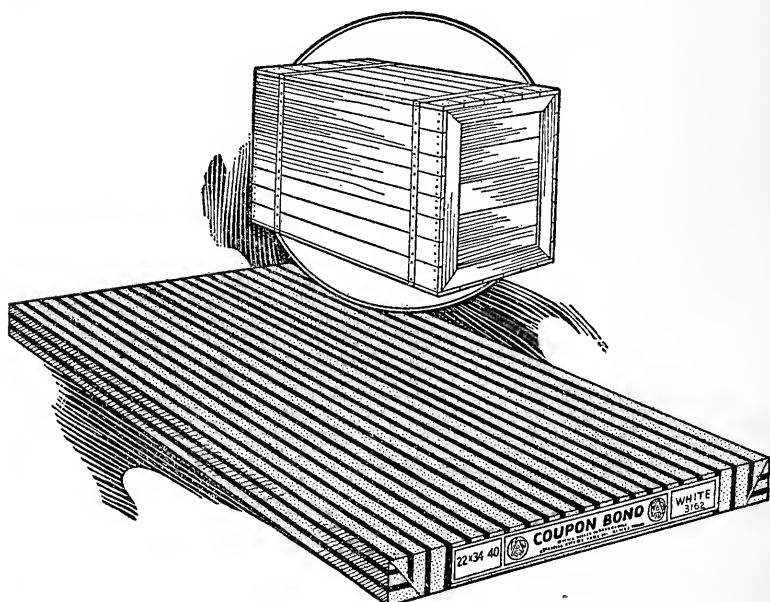
Eagle-A Papers are packed in cases adequately lined for additional protection and built in a way to insure safe delivery.

In all grades customarily sold in ream packages, each ream is packed in the standard gray-striped wrapper of a heavy protective quality.

Where the papers are not wrapped in ream packages, markers are placed between the reams.

The papers are laid in the case or in the ream package with the felt side (printing side) up. The grain direction is indicated on the case or ream by means of underscoring the dimensions parallel to which the grain runs.

Sizes, weights and colors are also indicated on each case and ream wrapper.



## GRAIN DIRECTION IN EACH GRADE AND SIZE

The grain directions in each size in which a given grade is made will be found on the pages of this section (pages 104 to 243) on which the grades are described.

### EAGLE-A PAPERS SUITABLE FOR ENVELOPES TO MATCH EACH GRADE

There is an Eagle-A Paper suitable for envelopes to match each grade. In most cases envelopes can and should be made of the same paper as that used for the printed piece. Where the paper is not suitable for envelopes, an appropriate paper is indicated under "Envelopes" in the detailed description of each grade.

Eagle-A Bond, Linen and Ledger envelopes are carried in stock in appropriate sizes for each grade by all Eagle-A Service Houses.

### WHERE EAGLE-A PAPERS MAY BE OBTAINED

In conformity with the company's basic policy of standardization, the distribution of the Eagle-A Line has also been simplified to effect the greatest economy and convenience to the buyer of paper.

This result is obtained through a series of Service Houses, conveniently located in important commercial centers throughout the country. Each Service House stocks the complete line.

The Eagle-A Service House performs more than a jobbing function. It is an organization which keeps closely in touch with the use-requirements of its customers and with paper-making conditions at the mills, and is prepared to aid the user in selecting and buying paper and in other beneficial ways. In so far as Quality-Standard papers are concerned it is the means by which the extensive resources of the American Writing Paper Company are made available to the consumer.

Complete details of prices can be found between end leaf and back cover of this book.

### GRADES MADE TO NON-STANDARD SPECIFICATIONS

Eagle-A grades have been developed to meet the use-requirements of the great majority of printed pieces in sheet sizes, weights, colors and finishes. To specify special sizes, weights, colors or finishes in most cases is uneconomical since a non-standard specification usually calls for special manufacture at a sacrifice of all the advantages of large-scale production.

Sometimes, however, non-standard specification is necessary. If this involves size, it is well to have at least one dimension

Bonds

Linens

Ledgers

Writings

Books

Offsets

Covers

Bristols

Weddings  
and Papers

Mimeo-  
graphs

Announc-  
ment Lin

Stationer  
Cabinets

Typewriter  
Papers

Writing  
Tablets

Special  
Papers

Eagle-A  
Line

Ref.  
Gu

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standard and if possible to use a standard roll width. If it involves another specification it is advisable to plan the delivery to synchronize with the running of the standard grade. This will insure the standard material and processing and, except in the case of special colors, makes possible the acceptance of an order of a smaller minimum quantity.

### EAGLE-A PAPERS IN CONVERTED FORM

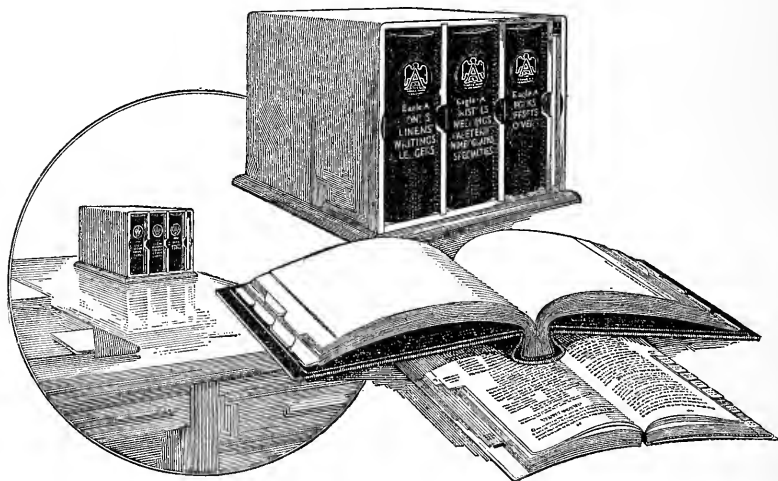
Those papers which are most suitable have been cut into appropriate practical-sized sheets, cards and envelopes for formal, social and commercial uses. They embrace announcement papers, cabinets of commercial stationery, typewriter papers and writing tablets. For information see pages 244 to 274.

### A SUMMARY OF THE EAGLE-A LINE

At the bottom of this page is reproduced a drawing of the cabinet containing a set of three sample books, 10" x 6", showing the actual samples of each grade of Eagle-A Papers in various colors, weights and finishes. Each sample bears a notation of the sizes, etc., in which it is made.

The Cabinet represents in handy reference form the complete summation of the results obtained by the extensive investigation and analysis of paper uses and qualities made by the American Writing Paper Company.

The papers in the Sample Books represent the most nearly complete line of printing and writing papers on the market, and the only line in which the papers are graded and priced according to scientific formulas that meet the present range of use-requirements.



# Bond Papers

## OF EAGLE-A QUALITY-STANDARDS

THE name "Bond Paper" was first applied to paper designed for a single specific use; namely, for engraved bonds and certificates.

At present the term "Bond Papers" covers a wide range, some of which possess few of the characteristics of the original Bond. These characteristics were based on a long-fibered, high-grade rag stock, so treated as to obtain the maximum strength and hardness, with little or no attention to sheet formation. To-day, however, although bond papers are characterized by a certain degree of rattle, translucency and hardness and a high ratio of strength to weight with good folding qualities, their content ranges from a permanent all-rag stock to one of temporary wood pulp.

This condition has resulted from the development of written communication to a point undreamed of in the early days of paper-making. The introduction of the typewriter and the numerous duplicating machines, as well as the expansion of modern business and the development of direct-mail advertising—all have combined to create an enormous demand for papers having in common the quality of a hard, smooth surface and of considerable resistance to wear. To this class of papers the term "Bond" is now applied.

There are thousands of different brands of bond paper on the market. Many of these brands represent the same paper made for different jobbers yet bearing different watermarks. (The watermark in high-grade papers is imparted while the sheet is still in process of formation by means of a cylindrical dandy roll which carries the watermark pattern in relief upon its surface. Low-grade papers cannot be marked in this way. It is necessary to stamp the design after the sheet is formed, with the result that the paper is injured.) (See page 344.) This needless duplication and the absence of a definite yardstick of grades confuse the buyer of paper, who finds it very difficult, unless the paper is accurately graded to some definite standard and that standard interpreted in terms of use by the manufacturer, to make a proper selection for a particular purpose.

To overcome this uneconomic and confusing situation the American Writing Paper Company has carefully analyzed the uses of bonds in terms of the four fundamental qualities under which all requirements for bond papers may be grouped. These qualities are: (1) Longevity—the time during which the paper may be expected to resist decay; (2) Treatment—the amount

Bonds

Linens

Ledgers

Writings

Books

Offsets

Covers

Bristols

Weddings  
and Papers

Mimeo-  
graphs

Announc-  
ment Lin

Stationer  
Cabinets

Typewriter  
Papers

Writing  
Tablets

Special  
Papers

Eagle-A  
Line

Ref  
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of handling, exposure and folding which the paper may receive; (3) Impress—the adaptability of the paper for receiving printed or other matter or illustrations in whatever form they may be applied; (4) Appearance—the qualities of a paper which appeal to the senses.

The first grade bond must possess unlimited resistance to exposure to light and air. It must withstand the handling received during the life-time of a coupon bond, which may be one hundred years. In the case of certain legal documents like wills, the paper must withstand ordinary exposure during the period of human life and still retain the necessary strength to withstand severe handling at the end of that time in case of litigation and the presentation of the document as evidence in court.

The first grade bond must also possess the characteristic appearance of a quality product which will be instantly detected by nine out of every ten people who see or handle it.

In addition to these qualities, the paper must also possess the proper surface characteristics that render it suitable for such types of impress as die-stamping and steel plate engraving, as well as ordinary letterpress work. Suitability for typewriter and pen writing is of course fundamental to all bonds.

The first grade bond of the American Writing Paper Company's Eagle-A Line is COUPON BOND, a paper made from the highest grade of materials, under conditions that insure a product possessing all the qualities required for the most exacting use.

Logical gradations based on variations in the importance of the same qualities of appearance, longevity, handling resistance and impress, which are the fundamental qualities to be considered in grading all papers, have resulted in the establishment of the other eight bond grades of the Eagle-A Line. In the opinion of the paper-makers and paper experts of the American Writing Paper Company, backed up by the judgment of representative printers and paper merchants, these nine bonds cover the field of bond paper requirements.

Because of their similarity, bond papers have been sold purely on vague general descriptions which would fit each of three or more consecutive grades. Hence these descriptions cannot be relied on as a buying guide. To overcome this, the American Writing Paper Company has compiled a chart of relative quality-standards, shown on pages 110-111, using the qualities required in the first grade bond as the standard with which the other grades are compared. This chart is based on the scientific knowledge of paper and the materials which enter into its manufacture, collected by workers in the field since the early days of paper-making, and the practical experience of both makers and users of paper. The values given in this chart are not absolute but relative.



This must be so because paper-making is not yet a perfected industry, and therefore the opportunity for improvement in all grades of paper is always present.

This Company has a staff of workers engaged on problems which, when solved, will lead to great advances. The incentive of these investigations would be destroyed if it were felt that it was not necessary to go farther than present-day knowledge allows in any phase of manufacture. From this work there is resulting a betterment of service to all users of paper through the increased skill of the manufacturer and the more complete knowledge on his part of the use-requirement which his product must meet.

The use of bond papers for business purposes is a subject covering a field so wide that, to aid large buyers of bonds in the selection of the right grade for each use, the American Paper Company has published a book in which the use of each grade has been taken up in detail.

This book was sent on request to over 100,000 persons within three months of the date of its publication, proving conclusively that such a book meets a real demand. The title of it is "The Correct Use of Bond Papers for Business Purposes." A copy may be obtained from any Eagle-A Service House, a list of which can be found in the Price List, between the end leaf and back cover of this book.

In the following pages, which are devoted to a detailed description of the nine bond grades, each paper will be described in two ways; first, in general terms from the standpoint of appearance and content, and secondly, specifically with reference to the chart of Relative Quality-Standards.

The nine grades of the Eagle-A line cover all requirements:

GRADE		WATERMARK	COLOR
Permanent	I	Coupon	White and 6 colors
	II	Agawam	White only
	III	Persian	White and 3 colors
Semi-Perm.	IV	Contract	White and 8 colors
	V	Airpost	White only
	VI	Chevron	White only
Temporary	VII	Acceptance	White and 7 colors
	VIII	Norman	White and 7 colors
	IX	Telephone	White and 6 colors

#### BOND PAPER TRADE CUSTOMS

Trade customs pertaining to Bonds are explained in detail on pages 306-310.

# Bond Papers

## Relative Quality-Standards of Eagle-A Bonds

The numerals given below are relative only. They indicate the relation between the paper qualities in each grade.

Grade	Substance Weight Basis 17 x 22	Strength				Life	Appearance			Quality Index
		Bursting	Tensile	Tear	Folds		Color and Cleanliness	Surface and Formation	Handle	
Coupon I	13	5.41	5.42	5.44	5.40	33.33	11.11	11.11	7.01	84.83
	16	6.66	6.68	6.66	6.66	33.33	11.11	11.11	8.90	91.11
	20	8.33	8.33	8.33	8.34	33.33	11.11	11.11	11.12	100.00
	24	10.02	10.01	10.00	10.00	33.33	11.11	11.11	13.34	108.92
Agawam II	13	5.01	4.84	4.82	2.71	31.40	11.11	10.00	7.23	77.12
	16	6.16	5.96	5.96	3.33	31.40	11.11	10.00	8.45	82.37
	20	7.70	7.45	7.46	4.16	31.40	11.11	10.00	10.58	89.86
	24	9.24	8.94	8.50	5.00	31.40	11.11	10.00	12.69	96.88
Persian III	13	4.62	4.66	4.03	1.62	27.80	8.33	8.33	6.85	66.24
	16	5.67	5.74	4.91	2.00	27.80	8.33	8.33	8.01	70.79
	20	7.09	7.15	6.14	2.50	27.80	8.33	8.33	10.01	77.35
	24	8.52	8.57	7.37	3.00	27.80	8.33	8.33	12.02	83.94
Contract IV	13	3.92	4.36	3.68	1.33	22.20	8.89	8.89	6.09	59.36
	16	4.81	5.36	4.56	1.67	22.20	8.89	8.89	7.12	63.50
	20	6.01	6.70	5.70	2.08	22.20	8.89	8.89	8.90	69.37
	24	7.22	8.04	6.84	2.50	22.20	8.89	8.89	10.68	75.26
Airpost V	13	3.61	4.13	3.16	1.08	15.70	8.89	8.89	6.47	51.94
	16	4.44	5.07	3.86	1.33	15.70	8.89	8.89	7.56	55.74
	20	5.55	6.34	4.82	1.67	15.70	8.89	8.89	9.47	61.33
	24	6.65	7.60	5.79	2.00	15.70	8.89	8.89	11.34	66.86

Chevron VI	13	3.24	3.78	2.81	.37	11.10	10.00	7.22	5.33	43.85
	16	4.01	4.65	3.51	.43	11.10	10.00	7.22	6.23	47.15
	20	5.08	5.82	4.39	.54	11.10	10.00	7.22	7.80	51.05
	24	6.01	6.98	5.26	.65	11.10	10.00	7.22	9.35	56.57
Acceptance VII	13	2.62	4.08	2.81	.27	12.93	9.44	5.55	4.18	41.88
	16	3.24	5.00	3.51	.33	12.93	9.44	5.55	4.89	44.89
	20	4.01	6.25	4.39	.42	12.93	9.44	5.55	6.12	49.11
	24	4.78	7.52	5.26	.50	12.93	9.44	5.55	7.35	53.33
Norman VIII	13	2.50	3.57	2.46	.19	3.33	6.67	4.44	3.43	26.59
	16	3.08	4.42	3.16	.23	3.33	6.67	4.44	4.00	29.33
	20	3.85	5.50	3.95	.29	3.33	6.67	4.44	5.01	33.04
	24	4.62	6.60	4.74	.35	3.33	6.67	4.44	6.01	36.76
Telephone IX	13	2.00	2.90	2.02	.08	3.33	5.55	3.33	3.04	22.25
	16	2.47	3.57	2.46	.10	3.33	5.55	3.33	3.56	24.47
	20	3.08	4.47	3.07	.13	3.33	5.55	3.33	4.45	27.41
	24	3.70	5.37	3.68	.15	3.33	5.55	3.33	5.34	30.45

Linens

Ledgers

Writings

Books

Offsets

Covers

Bristols

Weddings  
and Paps.

Mimeo-  
graphs

Announc-  
ment Lin

Stationer  
Cabinets

Typewriter  
Papers

Writin  
Tablet

Specia  
Papers

Eagle-A  
Line

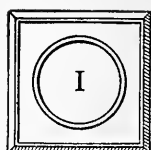
Rel  
Gui

Inde

# Coupon Bond



The First BOND Grade of  
EAGLE-A  
QUALITY - STANDARDS  
(WATERMARKED "COUPON BOND")



**C**OUPO**N** BOND is the first bond grade of the Eagle-A Line. This means, not only par excellence in resistance to usage, but such beauty and distinctiveness as to be immediately apparent to the layman as well as to the expert; just as a thoroughbred wins admiration from the novice as well as from the fancier, so is the quality of COUPON BOND appreciated by even those least experienced regarding paper. This power of universal appeal, evidenced by its standing for half a century, is the chief factor leading to the extensive use of this paper.

COUPON BOND is made almost entirely of new white rags in a mill devoted exclusively to the making of this bond. It is a loft-dried sheet made in white and six colors—in white, glazed and unglazed finishes; in colors, medium finish.

GENERAL USES—COUPON BOND is recommended for uses which demand dignity of appearance, excessive wear and permanence, as follows—

<i>Stationery</i>	<i>Documents</i>	<i>Advertising</i>
Letterheads and Envelopes	Deeds	Price Lists
Executives' Letters	Contracts	Envelope Enclosures
Stocks and Bonds	Letters of Credit	Booklets
Bank Notes		

IMPRESS—*Suitable for* Letterpress (type and line cuts)

"	"	Litho Press (on glazed finish)
"	"	Offset Press
"	"	Die Stamping from steel dies or copper plates
"	"	Steel plate Engraving
"	"	Ruling

THE various types of impress as given above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

THE right side of the sheet for impressing (or felt side) faces the reader when the watermark reads correctly from left to right.

SIZES, WEIGHTS and COLORS—*Basis* 17 x 22—500 sheets to ream. Flat sheets, trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

## WHITE GLAZED AND UNGLAZED

(17) x 22—13	—16	—20	—24	19 x (24)—16	—19½	—24½	—29½
17 x (28)—16½	—20½	—25½	—30½	22 x (34)—26	—32	—40	—48
24 x (38)—32	—39	—49	—59	28 x (34)—33	—41	—51	—61

## COLORS MEDIUM FINISH

Buff	Café	Azure	Opaline	Pink	Light Gray
	(17) x 22—16	—20		22 x (34)—32	—40

Sealed in reams, packed 500 to 600 pounds to case.

**Prices**—Prices of COUPON BOND can be found in Price List attached to this book between the last page and cover.

**Where Stocked**—COUPON BOND is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

**Samples**—Actual samples of COUPON BOND can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples of dummies, can be obtained from all Eagle-A Service Houses.

COUPON BOND in cut sheets with envelopes to match in size and color can be found in the Commercial Stationery Cabinets, page 256, and packed also in boxes, page 248, both of which are carried in stock by all Eagle-A Service Houses.

COUPON BOND Typewriter Paper in standard weights in white only, regular stationery sizes, is cataloged under Typewriter Papers, page 263, and is carried in stock by all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**ORDERS** for special sheet sizes, special substance weights, special finishes and special colors of COUPON BOND can be taken only for a definite delivery in quantities of not less than 3,300 pounds. *BUT* if COUPON BOND in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 1,100 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 1,100 pounds.

Non-standard finishes can be furnished under the same conditions in minimum quantities of 550 pounds.

Under no condition can non-standard colors be made in quantities of less than 3,300 pounds of a color.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

COUPON BOND can be made only in widths (dimension across the grain) a multiple of which equals 48" to 66"; but the minimum must be 16" and the maximum 28". The sheets can be cut in lengths (dimension parallel to the grain) from 16" to 38". Thus the maximum sheet size possible to make in COUPON BOND is 28" x 38" with the grain parallel to the 38" dimension.

## NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight in which COUPON BOND can be made is 13 pounds, the maximum 28 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## COUPON BOND ENVELOPES

*Made in substances 20 and 24. Packed  $\frac{1}{2}$ M and  $\frac{1}{4}$ M to box.*

*Carried in stock by all EAGLE-A SERVICE HOUSES.*

*Manufactured by UNITED STATES ENVELOPE COMPANY.*

COMMERCIAL		BARONIAL		OFFICIAL			
NO.		NO.		NO.		NO.	
5	$3\frac{1}{8} \times 5\frac{1}{2}$	4	$3\frac{5}{8} \times 4\frac{11}{16}$	7	$3\frac{3}{4} \times 6\frac{3}{4}$	11	$4\frac{1}{2} \times 10\frac{3}{8}$
$6\frac{1}{4}$	$3\frac{1}{2} \times 6$	5	$4\frac{1}{8} \times 5\frac{1}{8}$	9	$3\frac{7}{8} \times 8\frac{7}{8}$	12	$4\frac{3}{4} \times 11$
$6\frac{3}{4}$	$3\frac{3}{8} \times 6\frac{1}{2}$	$5\frac{1}{2}$	$4\frac{1}{2} \times 5\frac{1}{2}$	10	$4\frac{1}{8} \times 9\frac{1}{2}$	14	$5 \times 11\frac{1}{2}$
		6	$5 \times 6$				

SPECIAL ENVELOPES can also be obtained through the Service Houses.

# Agawam Bond

The Second BOND Grade of  
EAGLE-A  
QUALITY-STANDARDS  
(WATERMARKED "AGAWAM BOND")



**A** GAWAM BOND is a beautiful bluish-white bond, the appearance and texture of which render its high quality unmistakable. New white rags are used in its manufacture and the paper is loft-dried; consequently, it will withstand constant folding, handling and exposure to light over a long period of years. It is made in white only with glazed and unglazed finishes.

AGAWAM BOND is a second-grade bond, as shown in the Bond Chart of Relative Quality-Standards on page 110.

GENERAL USES—AGAWAM BOND is recommended for the following uses for which a high-grade appearance is desirable coupled with sturdy resistance to wear and light—

*Stationery*

Letterheads and Envelopes  
General Letters

*Documents*

Contracts  
Letter of Credit  
Policies  
Permits  
Mortgages

*Advertising*

Price Lists  
Envelope Enclosures  
Booklets

IMPRESS—*Suitable for* Letterpress (type and line cuts)  
“ “ Litho Press (on glazed finish)  
“ “ Offset Press  
“ “ Die Stamping from steel dies or copper plates  
“ “ Steel Plate Engraving  
“ “ Ruling

THE various types of impress as given above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

THE right side of the sheet for impressing (or felt side) faces the reader when the watermark reads correctly from left to right.

SIZES, WEIGHTS and COLOR—GLAZED AND UNGLAZED. *Basis* 17 x 22—500 sheets to ream. Trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

WHITE ONLY

(17) x 22 —13—16—20—24  
22 x (34)—26—32—40—48

Sealed in reams, packed 500 to 600 pounds to case.

*Prices*—Prices of AGAWAM BOND can be found in Price List attached to this book, between the last page and cover.

*Where Stocked*—AGAWAM BOND is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

**Samples**—Actual samples of AGAWAM BOND can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

AGAWAM BOND *Typewriter Paper* in standard weights in white only, regular stationery sizes, is cataloged under *Typewriter Papers* (Ne Plus Ultra), page 264, and is carried in stock by all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**ORDERS** for special sheet sizes, special substance weights, special finishes and special colors of AGAWAM BOND can be taken only for a definite delivery in quantities of not less than 3,300 pounds. *BUT if* AGAWAM BOND in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 1,100 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 1,100 pounds.

Non-standard finishes can be furnished under the same conditions in minimum quantities of 550 pounds.

Under no condition can non-standard colors be made in quantities less than 3,300 pounds.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

AGAWAM BOND can be made only in widths (dimension across the grain) a multiple of which equals 56" to 72"; but the minimum must be 16" and the maximum 28". The sheets can be cut in any lengths (dimension parallel to the grain) from 16" to 38". Thus the maximum sheet size possible to make in AGAWAM BOND is 28" x 38" with the grain parallel to the 38" dimension.

## NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

**THE** minimum substance weight in which AGAWAM BOND can be made is 13 pounds, the maximum 28 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## AGAWAM BOND ENVELOPES

*Made in substances 20 and 24. Packed  $\frac{1}{2}$ M and  $\frac{1}{4}$ M to box.*

*Carried in stock by all EAGLE-A SERVICE HOUSES.*

*Manufactured by UNITED STATES ENVELOPE COMPANY.*

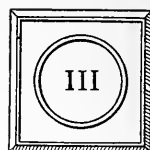
COMMERCIAL		BARONIAL		OFFICIAL			
NO.		NO.		NO.		NO.	
5	$3\frac{1}{16} \times 5\frac{1}{2}$	4	$3\frac{5}{8} \times 4\frac{11}{16}$	7	$3\frac{3}{4} \times 6\frac{3}{4}$	11	$4\frac{1}{2} \times 10\frac{3}{8}$
$6\frac{1}{4}$	$3\frac{1}{2} \times 6$	5	$4\frac{1}{8} \times 5\frac{1}{8}$	9	$3\frac{7}{8} \times 8\frac{7}{8}$	12	$4\frac{3}{4} \times 11$
$6\frac{3}{4}$	$3\frac{5}{8} \times 6\frac{1}{2}$	$5\frac{1}{2}$	$4\frac{1}{2} \times 5\frac{1}{2}$	10	$4\frac{1}{8} \times 9\frac{1}{2}$	14	$5 \times 11\frac{1}{2}$
		6	$5 \times 6$				

SPECIAL ENVELOPES can also be obtained through the Service Houses.

# Persian Bond



The Third BOND Grade of  
EAGLE-A  
QUALITY-STANDARDS  
(WATERMARKED "PERSIAN BOND")



**P**ERSIAN BOND is a paper of distinguished appearance, loft-dried, with a high rag content. It is made with medium finish in a good bluish-white and three colors.

PERSIAN BOND is a third-grade bond as shown in the Bond Chart of Relative Quality-Standards on page 110.

GENERAL USES—PERSIAN BOND's long life and ability to endure handling or folding are good reasons for using it when a paper with these qualities is necessary for—

<i>Stationery</i>	<i>Documents</i>	<i>Advertising</i>
Letterheads and Envelopes	Contracts	Price Lists
General Letters	Mortgages	Booklets
Bills and Statements	Checks	Envelope Enclosures
	Purchase Orders	Reports
	Permanent Office Forms	

IMPRESS—*Suitable for* Letterpress (type and line cuts)  
 “ “ Litho Press (any number of colors)  
 “ “ Offset Press  
 “ “ Engraving from steel dies or copper plates  
 “ “ Die Stamping  
 “ “ Ruling

THE various types of impress as given above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

THE right side of the sheet for impressing (or felt side) faces the reader when the watermark reads correctly from left to right.

SIZES, WEIGHTS and COLORS—*Basis 17 x 22—500 sheets to ream.* Trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

## WHITE

(17) x 22—13 —16 —20 —24	22 x (34)—26—32—40—48
(17) x 28—16½—20½—25½	28 x (34)—33—41—51
(19) x 24—16 —19½—24½	24 x (38)—32—39—49

## COLORS

Blue, Green and Buff

(17) x 22—16—20	22 x (34)—32—40
-----------------	-----------------

Sealed in reams, packed 500 to 600 pounds to case.

**Prices**—Prices of PERSIAN BOND can be found in Price List attached to this book, between the last page and cover.

**Where Stocked**—PERSIAN BOND is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.



*Samples*—Actual samples of PERSIAN BOND can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

PERSIAN BOND *Typewriter Paper* in standard weights in white only, regular stationery sizes, is cataloged under *Typewriter Papers*, page 267, and is carried in stock by all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes, special substance weights, special finishes and special colors of PERSIAN BOND can be taken only for a definite delivery in quantities of not less than 4,950 pounds. *BUT* if PERSIAN BOND in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 1,100 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 1,100 pounds.

Non-standard finishes can be furnished under the same conditions in minimum quantities of 550 pounds.

Under no condition can non-standard colors be made in quantities less than 4,950 pounds.

### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

PERSIAN BOND can be made only in widths (dimension across the grain) a multiple of which equals 72" to 88", but the minimum must be 16", and the maximum 28". The sheets can be cut in any lengths (dimension parallel to the grain) from 16" to 38". Thus the maximum sheet size possible to make in PERSIAN BOND is 28" x 38" with the grain parallel to the 38" dimension.

### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

**THE** minimum substance weight in which PERSIAN BOND can be made is 13 pounds, the maximum 28 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## PERSIAN BOND ENVELOPES

*Made in substances 20 and 24. Packed  $\frac{1}{2}$ M and  $\frac{1}{4}$ M to box.*

*Carried in stock by all EAGLE-A SERVICE HOUSES.*

*Manufactured by UNITED STATES ENVELOPE COMPANY*

COMMERCIAL		BARONIAL		OFFICIAL			
NO.		NO.		NO.		NO.	
5	$3\frac{1}{8} \times 5\frac{1}{2}$	4	$3\frac{5}{8} \times 4\frac{11}{16}$	7	$3\frac{3}{4} \times 6\frac{3}{4}$	11	$4\frac{1}{2} \times 10\frac{3}{8}$
$6\frac{1}{4}$	$3\frac{1}{2} \times 6$	5	$4\frac{1}{8} \times 5\frac{1}{8}$	9	$3\frac{7}{8} \times 8\frac{7}{8}$	12	$4\frac{3}{4} \times 11$
$6\frac{3}{4}$	$3\frac{5}{8} \times 6\frac{1}{2}$	$5\frac{1}{2}$	$4\frac{1}{2} \times 5\frac{1}{2}$	10	$4\frac{1}{8} \times 9\frac{1}{2}$	14	$5 \times 11\frac{1}{2}$
		6	$5 \times 6$				

SPECIAL ENVELOPES can also be obtained through the Service Houses.

Linen

Ledgers

Writings

Books

Offsets

Covers

Bristols

Weddings  
and Paps.

Mimeo-  
graphs

Announc-  
ment Lin

Stationer  
Cabinets

Typewriter  
Papers

Writing  
Tablets

Special  
Papers

Eagle-A  
Line

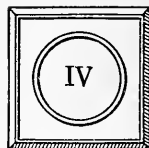
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# Contract Bond



The Fourth BOND Grade of  
EAGLE-A  
QUALITY - STANDARDS  
(WATERMARKED "CONTRACT BOND")



CONTRACT BOND has a much higher character and appearance than its moderate price indicates. It is a semi-permanent paper that will last well beyond the period of ordinary legal requirements and will withstand a considerable amount of handling and folding without deteriorating. CONTRACT BOND is a medium rag-content bond, loft-dried and made in a medium finish. It is stocked in a bluish white and eight different colors.

CONTRACT BOND grades fourth as indicated by the Bond Chart of Relative Quality-Standards on page 110.

GENERAL USES—CONTRACT BOND is particularly recommended for the following uses when the above qualities are desired—

Stationery	Forms and Documents	Advertising
Letterheads and Envelopes	Acknowledgments	Booklets
General Letters	Bill Heads	Folders
Bills and Statements	Checks and Drafts	Price Lists
	Debit Memos	
	Estimate Orders	
	Mfg. Orders	
	Inventory Sheets	
	Invoices	
	Notes	
	Purchase Orders	
	Inventory Slips	
	Time Slips	

IMPRESS—*Suitable for* Letterpress (type and line cuts)  
 “ “ Litho Press (any number of colors)  
 “ “ Offset Press  
 “ “ Engraving from steel dies or copper plates  
 “ “ Die Stamping  
 “ “ Ruling

THE various types of impress as given above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

THE right side of the sheet for impressing (or felt side) faces the reader when the watermark reads correctly from left to right.

SIZES, WEIGHTS and COLORS. Basis 17 x 22—500 sheets to ream. Trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

WHITE			
(17) x 22—13	—16	—20	—24
(17) x 28—16½	—20½	—25½	
(19) x 24—16	—19½	—24½	

COLORS			
Blue	Pink	Primrose	Salmon
(17) x 22—13	—16	—20	
(17) x 28—		—25½	
(19) x 24—		—19½	

Cherry	Café	Gray	Goldenrod
22 x (34)—26	—32	—40	—48
28 x (34)—	—33	—41	—51
24 x (38)—	—32	—39	—49

Sealed in reams, packed 500 to 600 pounds to case.

Prices—Prices of CONTRACT BOND can be found in Price List attached to this book, between the last page and cover.

*Where Stocked*—CONTRACT BOND is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of CONTRACT BOND can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

CONTRACT BOND *in cut sheets with envelopes to match* in size and color can be found in the Commercial Stationery Line, page 257, carried in stock by all Eagle-A Service Houses.

CONTRACT BOND *Typewriter Paper* in standard weights in white only, regular stationery sizes, is cataloged under *Typewriter Papers*, page 268, and is carried in stock by all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes, special substance weights, special finishes and special colors of CONTRACT BOND can be taken only for a definite delivery in quantities of not less than 4,400 pounds. *BUT if* CONTRACT BOND in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 1,100 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 1,100 pounds.

Non-standard finishes can be furnished under the same conditions in minimum quantities of 550 pounds.

Under no condition can non-standard colors be made in quantities less than 4,400 pounds.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

CONTRACT BOND can be made only in widths (dimension across the grain) a multiple of which equals 56" to 72"; but the minimum must be 16", and the maximum 28". The sheets can be cut in any lengths (dimension parallel to the grain) from 16" to 38". Thus the maximum sheet size possible to make in CONTRACT BOND is 28" x 38" with the grain parallel to the 38" dimension.

## NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight in which CONTRACT BOND can be made is 13 pounds, the maximum 28 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## CONTRACT BOND ENVELOPES

*Made in substances 20 and 24. Packed  $\frac{1}{2}$ M and  $\frac{1}{4}$ M to box.*

*Carried in stock by all EAGLE-A SERVICE HOUSES.*

*Manufactured by UNITED STATES ENVELOPE COMPANY*

COMMERCIAL		BARONIAL		OFFICIAL	
NO.		NO.		NO.	
5	$3\frac{1}{16} \times 5\frac{1}{2}$	4	$3\frac{5}{8} \times 4\frac{11}{16}$	7	$3\frac{3}{4} \times 6\frac{3}{4}$
$6\frac{1}{4}$	$3\frac{1}{2} \times 6$	5	$4\frac{1}{8} \times 5\frac{1}{8}$	9	$3\frac{7}{8} \times 8\frac{7}{8}$
$6\frac{3}{4}$	$3\frac{5}{8} \times 6\frac{1}{2}$	$5\frac{1}{2}$	$4\frac{1}{2} \times 5\frac{1}{2}$	10	$4\frac{1}{8} \times 9\frac{1}{2}$
		6	$5 \times 6$	11	$4\frac{1}{2} \times 10\frac{3}{8}$
				12	$4\frac{3}{4} \times 11$
				14	$5 \times 11\frac{1}{2}$

SPECIAL ENVELOPES can also be obtained through the Service Houses.

Linens

Ledgers

Writings

Books

Offsets

Covers

Bristols

Weddings  
and Paps.

Mimeo-  
graphs

Announce-  
ment Lin.

Stationer  
Cabinets

Typewriter  
Papers

Writing  
Tablets

Special  
Papers

Eagle-A  
Line

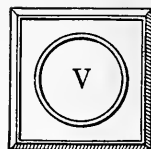
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# Airpost Bond



The Fifth BOND Grade of  
EAGLE-A  
QUALITY - STANDARDS  
(WATERMARKED "AIRPOST BOND")



**A**IRPOST BOND is a good, loft-dried, rag-content paper. It is stocked in white only. It compares favorably in appearance with the higher Bond Grades, while its price is much lower. It is a semi-permanent Bond and will last well over fifteen years, and at the same time withstand a considerable amount of exposure, folding and handling. Made in white only.

AIRPOST BOND grades fifth in the Bond Charts of Relative Quality-Standards as indicated on page 110.

GENERAL USES—AIRPOST BOND is recommended for the following uses when a distinctive appearance, lasting qualities and a moderate price are desired.

<i>Stationery</i>	<i>Forms and Documents</i>	<i>Advertising</i>
Letterheads and Envelopes	Statements Invoices Purchase Orders	Booklets

IMPRESS—*Suitable for* Letterpress (type and line cuts)  
 “ “ Litho Press (any number of colors)  
 “ “ Offset Press  
 “ “ Engraving from steel dies or copper plates  
 “ “ Die Stamping  
 “ “ Ruling

THE various types of impress as given above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

THE right side of the sheet for impressing (or felt side) faces the reader when the watermark reads correctly from left to right.

SIZES, WEIGHTS and COLORS—*Basis* 17 x 22—500 sheets to ream. Trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

## WHITE ONLY

(17) x 22—16 —20 —24	22 x (34)—32—40—48
(17) x 28—20½—25½	24 x (38)—39—49
(19) x 24—19½—24½	28 x (34)—41—51

Sealed in reams, packed 500 to 600 pounds to case.

*Prices*—Prices of AIRPOST BOND can be found in Price List attached to this book, between the last page and cover.

*Where Stocked*—AIRPOST BOND is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of AIRPOST BOND can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

AIRPOST BOND *Typewriter Paper* in standard weights in white only, regular stationery sizes, is cataloged under *Typewriter Papers*, page 269, and is carried in stock by all Eagle-A Service Houses.

NON-STANDARD SPECIFICATIONS

ORDERS for special sheet sizes, special substance weights, special finishes and special colors of AIRPOST BOND can be taken only for a definite delivery in quantities of not less than 4,400 pounds. *BUT if* AIRPOST BOND in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 1,100 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 1,100 pounds.

Non-standard finishes can be furnished under the same conditions in minimum quantities of 550 pounds.

Under no condition can non-standard colors be made in quantities less than 4,400 pounds.

NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

AIRPOST BOND can be made only in widths (dimension across the grain) a multiple of which equals 56" to 72"; but the minimum must be 16" and the maximum 28". The sheets can be cut in any lengths (dimension parallel to the grain) from 16" to 38". Thus the maximum sheet size possible to make in AIRPOST BOND is 28" x 38" with the grain parallel to the 38" dimension.

NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight in which AIRPOST BOND can be made is 13 pounds, the maximum 28 pounds.

IMPORTANT NOTICE: When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

AIRPOST BOND ENVELOPES

Made in substances 20 and 24. Packed 1/2M and 1/4M to box.

Carried in stock by all EAGLE-A SERVICE HOUSES.

Manufactured by UNITED STATES ENVELOPE COMPANY

COMMERCIAL		BARONIAL		OFFICIAL			
NO.		NO.		NO.		NO.	
5	3 1/16 x 5 1/2	4	3 5/8 x 4 11/16	7	3 3/4 x 6 3/4	11	4 1/2 x 10 3/8
6 1/4	3 1/2 x 6	5	4 1/8 x 5 1/8	9	3 7/8 x 8 7/8	12	4 3/4 x 11
6 3/4	3 5/8 x 6 1/2	5 1/2	4 1/2 x 5 1/2	10	4 1/8 x 9 1/2	14	5 x 11 1/2
		6	5 x 6				

SPECIAL ENVELOPES can also be obtained through the Service Houses.

Linens

Ledgers

Writings

Books

Offsets

Covers

Bristols

Weddings  
and Paps.

Mimeo-  
graphs

Announce-  
ment Lin

Stationery  
Cabinets

Typewriter  
Papers

Writing  
Tablets

Special  
Papers

Eagle-A  
Line

Refer-  
ence  
Guide

Index

# Chevron Bond



The Sixth BOND Grade of  
EAGLE-A  
QUALITY - STANDARDS  
(WATERMARKED "CHEVRON BOND")



CHEVRON BOND is a rag-content bond, air-dried in such manner as to give it the appearance of a loft-dried sheet. It is a semi-permanent paper that will last over the period covered by the legal statutes of limitations. It is made in white only, in a medium finish.

CHEVRON BOND ranks sixth as determined by the Bond Chart of Relative Quality-Standards on page 111.

GENERAL USES—CHEVRON BOND is recommended for the following uses when the above-named qualities are desired—

<i>Stationery</i>	<i>Forms and Documents</i>	<i>Advertising</i>
Letterheads and Envelopes	Policies	Bulletins
	Billheads	Folders
	Statements	Booklets
	Reports	
	Estimates	

IMPRESS—*Suitable for* Letterpress (type and line cuts)  
 “ “ Litho Press (any number of colors)  
 “ “ Offset Press  
 “ “ Ruling

THE various types of impress as given above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

THE right side of the sheet for impressing (or felt side) faces the reader when the watermark reads correctly from left to right.

SIZES, WEIGHTS and COLORS—Basis 17 x 22—500 sheets to ream. Trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses)

WHITE

Basis—17 x 22 sheet size

(17) x 22—13	—16—	20	—24	22 x (34)—26—32—40—48
(17) x 28—16½	—20½—	25½		24 x (38)—32—39—49
(19) x 24—16	—19½—	24½		28 x (34)—33—41—51

Sealed in reams, packed 500 to 600 pounds to case.

Prices—Prices of CHEVRON BOND can be found in Price List attached to this book, between the last page and cover.

Where Stocked—CHEVRON BOND is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

Samples—Actual samples of CHEVRON BOND can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

CHEVRON BOND *Typewriter Paper* in standard weights in white only, regular stationery sizes, is cataloged under *Typewriter Papers*, page 270, and is carried in stock by all Eagle-A Service Houses.

NON-STANDARD SPECIFICATIONS

ORDERS for special sheet sizes, special substance weights, special finishes and special colors of CHEVRON BOND can be taken only for a definite delivery in quantities of not less than 8,800 pounds. *BUT* if CHEVRON BOND in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

- Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 2,200 pounds.
- Non-standard substance weights can be furnished under the same conditions in minimum quantities of 2,200 pounds.
- Non-standard plater finishes can be furnished under the same conditions in minimum quantities of 550 pounds, but at least 2,200 pounds are required for special calender finishes.
- Under no condition can colors be made in quantities less than 8,800 pounds.

NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

CHEVRON BOND can be made only in widths (dimension across the grain) a multiple of which equals 72" to 88"; but the minimum must be 16" and the maximum 44". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 58". Thus the maximum sheet size possible to make in CHEVRON BOND is 44" x 58" with the grain parallel to the 58" dimension. Sheets 22", 24" and 28" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because this is the width of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

ROLLS (SPECIAL)

CHEVRON BOND can also be supplied in rolls not to exceed 30" diameter, wound on steel or strawboard cores, in widths (dimension across grain) as given for sheets, in quantities not less than 2,200 pounds.

NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight in which CHEVRON BOND can be made is 13 pounds, the maximum 28 pounds.

IMPORTANT NOTICE: When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

CHEVRON BOND ENVELOPES

Made in substances 20 and 24. Packed 1/2M and 1/4M to box.  
Carried in stock by all EAGLE-A SERVICE HOUSES.  
Manufactured by UNITED STATES ENVELOPE COMPANY

COMMERCIAL		BARONIAL		OFFICIAL			
NO.		NO.		NO.		NO.	
5	3 1/8 x 5 1/2	4	3 5/8 x 4 11/16	7	3 3/4 x 6 3/4	11	4 1/2 x 10 3/8
6 1/4	3 1/2 x 6	5	4 1/8 x 5 1/8	9	3 7/8 x 8 7/8	12	4 3/4 x 11
6 3/4	3 5/8 x 6 1/2	5 1/2	4 1/2 x 5 1/2	10	4 1/8 x 9 1/2	14	5 x 11 1/2
		6	5 x 6				

SPECIAL ENVELOPES can also be obtained through the Service Houses.

Linens  
Ledgers  
Writings  
Books  
Offsets  
Covers  
Bristols  
Weddings and Paps.  
Mimeographs  
Announcement Lin  
Stationery Cabinets  
Typewriter Papers  
Writing Tablets  
Special Papers  
Eagle-A Lin  
Ref  
Gui  
Inde

# Acceptance Bond

The Seventh BOND Grade of  
EAGLE-A  
QUALITY-STANDARDS  
(WATERMARKED "ACCEPTANCE BOND")



**A**CCCEPTANCE BOND is the highest grade bond in the temporary class. For a short period, such as two or three years, it will withstand ordinary handling and folding. ACCEPTANCE BOND is a rag-content paper, machine-dried. It is made in a medium finish in eight colors and white. It is also made in a linen finish in white and blue.

ACCEPTANCE BOND grades seventh in the Bond Chart of Relative Quality-Standards as shown on page 111.

GENERAL USES—ACCEPTANCE BOND is particularly adapted for the following uses, bearing in mind its above-described qualifications—

Stationery	File Copies	Advertising
Letterheads and Envelopes	Inter-Department Letters	Receiving Reports
Form Letters	Order Blanks	Booklets
	Receipts	Bulletins
	Reports	Price Lists
		Time Slips

IMPRESS—*Suitable for* Letterpress (type and line cuts)  
“ “ Litho Press (any number of colors)  
“ “ Offset Press  
“ “ Ruling

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

THE right side of the sheet for impressing (or felt side) faces the reader when the watermark reads correctly from left to right.

SIZES, WEIGHTS and COLORS—*Basis* 17 x 22—500 sheets to ream. Flat sheets trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

(Both dimensions in parentheses indicate grain may run either way)

## WHITE

(17) x 22 —13 —16 —20 —24	24 x (38)—32—39—49
17 x (28)—16½—20½—25½	(28) x 34 —33—41—51
(19) x 24 —16 —19½—24½	(20) x (26)—28
22 x (34)—26 —32 —40 —48	(20) x (28)—30

## COLORS

Pink	Russet	Blue	Buff	Light Green	Canary	Golden Rod
(17) x 22 —13 —16 —20—24	22 x (34)—26—32—40—48					
17 x (28)—20½—25½	24 x (38)—39—49					
(19) x 24 —19½—24½	(28) x 34 —41—51					

## BLUE AND BUFF

(20) x (26)—28	(20) x (28)—30
----------------	----------------

## LINEN FINISH

White	Blue
(17) x 22 —16—20	
22 x (34)—32—40	

Sealed in reams, packed 500 to 600 pounds to case.



**Prices**—Prices of ACCEPTANCE BOND can be found in Price List attached to this book, between the last page and cover.

**Where Stocked**—ACCEPTANCE BOND is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

**Samples**—Actual samples of ACCEPTANCE BOND can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

ACCEPTANCE BOND in cut sheets with envelopes to match in size and color can be found in the Commercial Stationery Line, page 258, carried in stock by all Eagle-A Service Houses.

ACCEPTANCE BOND *Typewriter Paper* in standard weights in white only, regular stationery sizes, is cataloged under *Typewriter Papers*, page 271, and is carried in stock by all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**ORDERS** for special sheet sizes, special substance weights, special finishes and special colors of ACCEPTANCE BOND can be taken only for a definite delivery in quantities of not less than 8,800 pounds. *BUT* if ACCEPTANCE BOND in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 1,650 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 3,300 pounds.

Non-standard plater finishes can be furnished under the same conditions in minimum quantities of 550 pounds, but at least 1,650 pounds are required for special calender finishes.

Under no condition can non-standard colors be made in quantities less than 8,800 pounds.

### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

ACCEPTANCE BOND can be made only in widths (dimension across the grain) a multiple of which equals 56" to 72"; but the minimum must be 16", and the maximum 36". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 52". Thus the maximum sheet size possible to make in ACCEPTANCE BOND is 36" x 52" with the grain parallel to the 52" dimension.

Sheets 22", 24" and 34" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because these are the widths of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

### ROLLS (SPECIAL)

ACCEPTANCE BOND can also be supplied in rolls not to exceed 30" diameter wound on steel or strawboard cores in widths (dimension across grain) as given for sheets in minimum quantities of 1,650 pounds of a size.

### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

The minimum substance weight in which ACCEPTANCE BOND can be made is 13 pounds, the maximum 28 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## ACCEPTANCE BOND ENVELOPES

*Made in substances 20 and 24. Packed  $\frac{1}{2}$ M and  $\frac{1}{4}$ M to box.*

*Carried in stock by all EAGLE-A SERVICE HOUSES.*

*Manufactured by UNITED STATES ENVELOPE COMPANY.*

COMMERCIAL			BARONIAL		OFFICIAL			
NO.			NO.		NO.		NO.	
5	$3\frac{1}{8} \times 5\frac{1}{2}$		4	$3\frac{5}{8} \times 4\frac{1}{8}$	7	$3\frac{3}{4} \times 6\frac{3}{4}$	11	$4\frac{1}{2} \times 10\frac{3}{8}$
$6\frac{1}{4}$	$3\frac{1}{2} \times 6$		5	$4\frac{1}{8} \times 5\frac{1}{8}$	9	$3\frac{7}{8} \times 8\frac{1}{8}$	12	$4\frac{3}{4} \times 11$
$6\frac{3}{4}$	$3\frac{5}{8} \times 6\frac{1}{2}$		$5\frac{1}{2}$	$4\frac{1}{2} \times 5\frac{1}{2}$	10	$4\frac{1}{8} \times 9\frac{1}{2}$	14	$5 \times 11\frac{1}{2}$
			6	$5 \times 6$				

SPECIAL ENVELOPES can also be obtained through the Service Houses.

# Norman Bond



The Eighth BOND Grade of  
EAGLE-A  
QUALITY - STANDARDS  
(WATERMARKED "NORMAN BOND")



**N**ORMAN BOND is a sheet of good appearance made of the best grade of bleached sulphite. It is made in white and seven colors in a medium finish and will withstand a moderate amount of handling and folding for a period of two or three years.

NORMAN BOND ranks as the eighth grade Bond as indicated by the Bond Chart of Relative Quality-Standards on page 111.

**GENERAL USES**—NORMAN BOND is recommended for the following uses where a bond paper is desired that will not have to last for a long period of time or be subjected to severe handling or exposure.

<i>Stationery</i>	<i>General Office Forms</i>	<i>Factory Forms</i>	<i>Advertising</i>
Letterheads and Envelopes	Order Blanks Purchase Orders	Inventory Slips	Folders

**IMPRESS**—*Suitable for* Letterpress (type and line cuts)  
“ “ Litho Press (any number of colors)  
“ “ Offset Press  
“ “ Ruling

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

THE right side of the sheet for impressing (or felt side) faces the reader when the watermark reads correctly from left to right.

**SIZES, WEIGHTS, and COLORS**—*Basis 17 x 22—500 sheets to ream.* Trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

## WHITE

*Basis—17 x 22 sheet*

(17) x 22—16—20—24	24 x (38)—39—49
17 x (28)—20½—25½	(28) x 34—41—51
(19) x 24—19½—24½	22 x (34)—32—40—48
(34) x 44—64—80—96	

## COLORS

Pink	Blue	Buff	Golden Rod	Canary	Salmon	Opaline
(17) x 22—16—20				22 x (34)—32—40		
17 x (28)—20½				24 x (38)—39		
(19) x 24—19½				(28) x 34—41		

Sealed in reams, packed 500 to 600 pounds to case.

**Prices**—Prices of NORMAN BOND can be found in Price List attached to this book, between the last page and cover.

**Where Stocked**—NORMAN BOND is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

**Samples**—Actual samples of NORMAN BOND can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**ORDERS** for special sheet sizes, special substance weights, special finishes and special colors of NORMAN BOND can be taken only for a definite delivery in quantities of not less than 8,800 pounds. *BUT* if NORMAN BOND in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 1,650 pounds in white or colors.

Non-standard substance weights can be furnished under the same conditions in quantities of 3,300 pounds in white or colors.

Non-standard plater finishes can be furnished under the same conditions in minimum quantities of 550 pounds, but at least 1,650 pounds are required for special calender finishes.

Under no condition can non-standard colors be made in quantities less than 8,800 pounds.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

NORMAN BOND can be made only in widths (dimension across the grain) a multiple of which equals 56" to 72"; but the minimum must be 16" and the maximum 36". Sheets can be cut from these roll widths in lengths (dimension parallel to the grain) from 16" to 61". Thus the maximum sheet size possible to make in NORMAN BOND is 36" x 61" with the grain parallel to the 61" dimension.

Sheets 22", 24" and 34" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because these are the widths of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

## ROLLS (SPECIAL)

NORMAN BOND can also be supplied in rolls not to exceed 30" diameter wound on steel or strawboard cores in widths (dimension across grain) as given for sheets in minimum quantities of 1,650 pounds of a size.

## NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight in which NORMAN BOND can be made is 13 pounds, the maximum 28 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## NORMAN BOND ENVELOPES

*Made in substances 20 and 24. Packed  $\frac{1}{2}$ M and  $\frac{1}{4}$ M to box.*

*Carried in stock by all EAGLE-A SERVICE HOUSES.*

*Manufactured by UNITED STATES ENVELOPE COMPANY.*

COMMERCIAL			BARONIAL		OFFICIAL			
NO.			NO.		NO.		NO.	
5	$3\frac{1}{8}$ x $5\frac{1}{2}$		4	$3\frac{5}{8}$ x $4\frac{11}{16}$	7	$3\frac{3}{4}$ x $6\frac{3}{4}$	11	$4\frac{1}{2}$ x $10\frac{3}{8}$
$6\frac{1}{4}$	$3\frac{1}{2}$ x 6		5	$4\frac{1}{8}$ x $5\frac{1}{8}$	9	$3\frac{7}{8}$ x $8\frac{1}{8}$	12	$4\frac{3}{4}$ x 11
$6\frac{3}{4}$	$3\frac{5}{8}$ x $6\frac{1}{2}$		$5\frac{1}{2}$	$4\frac{1}{2}$ x $5\frac{1}{2}$	10	$4\frac{1}{8}$ x $9\frac{1}{2}$	14	5 x $11\frac{1}{2}$
			6	5 x 6				

SPECIAL ENVELOPES can also be obtained through the Service Houses.

Linens

Ledgers

Writings

Books

Offsets

Covers

Bristols

Weddings  
and Paps.

Mimeo-  
graphs

Announce-  
ment Lin

Stationer  
Cabinets

Typewriter  
Papers

Writing  
Tablets

Special  
Papers

Eagle-A  
Line

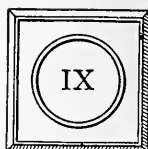
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# Telephone Bond



The Ninth BOND Grade of  
EAGLE-A  
QUALITY-STANDARDS  
(RUBBER-STAMPED "TELEPHONE BOND")



**T**ELEPHONE BOND is an excellent paper to select when price is a dominating consideration. It is made of chemical wood pulp in a medium finish in white and six colors.

TELEPHONE BOND is the ninth grade Bond as indicated by the Bond Chart of Relative Quality-Standards on page 111.

**GENERAL USES**—TELEPHONE BOND is recommended for the following uses, for which a range of colors may be required, when the pieces do not have to be preserved for any length of time or will not receive much handling or folding—

<i>Stationery</i>	<i>General Office Forms</i>	<i>Advertising</i>
Letterheads and Envelopes	Memo Slips Telephone Call Slips	Booklets Envelope Enclosures

**IMPRESS**—*Suitable for* Letterpress (type and line cuts)  
 “ “ Litho Press (any number of colors)  
 “ “ Offset Press  
 “ “ Ruling

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

**NOTE:** Expensive forms of impress are sometimes mistakenly applied to cheap bond papers.

THE right side of the sheet for impressing (or felt side) faces the reader when the rubber stamp reads correctly from left to right.

**SIZES, WEIGHTS AND COLORS**—*Basis* 17 x 22—500 sheets to ream. Trimmed four sides as follows:

(Grain runs parallel to dimension in parentheses.)  
 (Both dimensions in parentheses indicate grain may run either way.)

WHITE			
<i>Basis—17 x 22 sheet size</i>			
(17) x 22	—13—16	—20—24	(24) x (38)—39—49
(17) x 28	—20½—	—25½—	28 x (34)—41—51
(19) x (24)	—19½—	—24½—	(34) x 44—52—64—80—96
22 x (34)	—26—32	—40—48	
COLORS			
Blue	Pink	Green	Canary
(17) x 22	—16—20		22 x (34)—32—40
(17) x 28	—20½—		(24) x (38)—39
(19) x (24)	—19½—		28 x (34)—41

Sealed in reams, packed 500 to 600 pounds to case.

**Prices**—Prices of TELEPHONE BOND can be found in Price List attached to this book, between the last page and cover.

**Where Stocked**—TELEPHONE BOND is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

**Samples**—Actual samples of TELEPHONE BOND can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes, special substance weights, special finishes and special colors of TELEPHONE BOND can be taken only for a definite delivery in quantities of not less than 12,100 pounds. *BUT if* TELEPHONE BOND in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 2,200 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 4,400 pounds in white or colors.

Non-standard plater finishes can be furnished under the same conditions in minimum quantities of 550 pounds, but at least 2,200 pounds are required for special calender finishes.

Under no condition can non-standard colors be made in quantities under 12,100 pounds.

### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

TELEPHONE BOND can be made only in widths (dimension across the grain) a multiple of which equals 72" to 88"; but the minimum must be 16" and the maximum 44". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 52". Thus the maximum sheet size possible to make in TELEPHONE BOND is 44" x 52" with the grain parallel to the 52".

Sheets 22", 24", 28" and 44" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because these are the widths of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

### ROLLS (SPECIAL)

TELEPHONE BOND can also be supplied in rolls not exceeding 30" diameter wound on steel or strawboard cores in widths (dimension across grain) as given for sheets in minimum quantities of 2,200 pounds of a size.

### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight in which TELEPHONE BOND can be made is 13 pounds, the maximum 28 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## TELEPHONE BOND ENVELOPES

*Made in substances 20 and 24. Packed  $\frac{1}{2}$ M and  $\frac{1}{4}$ M to box.*

*Carried in stock by all Eagle-A Service Houses.*

*Manufactured by UNITED STATES ENVELOPE COMPANY.*

COMMERCIAL		BARONIAL		OFFICIAL			
NO.		NO.		NO.		NO.	
5	$3\frac{1}{8} \times 5\frac{1}{2}$	4	$3\frac{5}{8} \times 4\frac{11}{8}$	7	$3\frac{3}{4} \times 6\frac{3}{4}$	11	$4\frac{1}{2} \times 10\frac{3}{8}$
$6\frac{1}{4}$	$3\frac{1}{2} \times 6$	5	$4\frac{1}{8} \times 5\frac{1}{8}$	9	$3\frac{7}{8} \times 8\frac{7}{8}$	12	$4\frac{3}{4} \times 11$
$6\frac{3}{4}$	$3\frac{5}{8} \times 6\frac{1}{2}$	$5\frac{1}{2}$	$4\frac{1}{2} \times 5\frac{1}{2}$	10	$4\frac{1}{8} \times 9\frac{1}{2}$	14	$5 \times 11\frac{1}{2}$
		6	$5 \times 6$				

SPECIAL ENVELOPES can also be obtained through the Service Houses.

Linens

Ledgers

Writings

Books

Offsets

Covers

Bristols

Weddings  
and Paps.

Mimeo-  
graphs

Announce-  
ment Line

Stationery  
Cabinets

Typewriter  
Papers

Writing  
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Special  
Papers

Eagle-A  
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# *Linen Papers*

## OF EAGLE-A QUALITY-STANDARDS

THE word "Linen," as applied to paper, is misleading and excusable only by the antiquity of the term. Linens are not made of linen rags, nor should the term be confused with "Linen Finish," which refers to a surface finish resembling the appearance of linen fabric.

Originally all papers were made by hand and the hand mould was of necessity so constructed as to give a "laid" mark. The raw material used was largely linen.

The paper industry soon attained a stage where linen could no longer serve as the sole supply. Cotton was introduced as an additional material and went into papers in increasing amounts until linen ceased to be a factor in the industry.

The substitution was complete a good many years ago, and today the laid formation and a firm surface are the only distinguishing characteristics of Linen Papers. Because of the original raw material, linens are usually of cream color.

The surface qualities and appearance which give linens their appeal are obtained at a sacrifice of the qualities of the paper which enable it to resist handling and abrasion but have no effect on longevity or its resistance to exposure.

Thus a first grade linen paper can be rated with a first grade bond as regards longevity and exposure, while in folding, endurance and resistance to abrasion it ranks with a bond of the third grade.

The methods used for the development of the nine Quality-Standard bond grades of the Eagle-A Line have been applied to the field of linens. In the opinion of the paper-makers, merchants and printers who took part in this study, four grades adequately meet all possible use-requirements for linens.

Paralleling in construction the Quality-Standard Chart of Bond Papers (pages 110-111) the chart on the opposite page has been prepared to show the relation of these linens to one another when considered in terms of their fundamental characteristics.

Detailed descriptions of these papers are given on the following pages. Each paper is described in two ways—first, from its standpoint of appearance and content; and secondly, with reference to the chart of Relative Quality-Standards in Linen Papers.

The four grades of the Eagle-A Line cover all requirements:

GRADE	WATERMARK	COLOR
Permanent I	U. S. Linen	Cream Laid
II	Colonial	White Laid
Semi-Perm. III	Aulde Scotia Lynene	Cream Laid
Temporary IV	Rival	Cream Laid

### LINEN PAPER TRADE CUSTOMS

Trade customs pertaining to Linens are explained in detail on pages 306-310.

# Linen Papers

## Relative Quality-Standards of Eagle-A Linens

The numerals given below are relative only. They indicate the relation between the paper qualities in each grade

Grade	Substance Weight Basis 17 x 22	Strength				Life	Appearance			Quality Index
		Bursting	Tensile	Tear	Folds		Color and Cleanliness	Surface and Formation	Handle	
U. S. I	13	4.16	4.62	5.09	2.54	3.40	11.11	11.11	7.24	77.27
	16	5.24	5.81	6.32	3.13	3.40	11.11	11.11	8.90	83.04
	20	6.47	7.15	7.90	3.92	31.40	11.11	11.11	11.12	90.18
	24	7.70	8.65	9.50	4.70	31.40	11.11	11.11	13.34	97.51
Colonial II	13	3.85	4.32	4.12	1.36	27.80	9.12	10.00	5.06	65.63
	16	4.63	5.22	5.08	1.67	27.80	9.12	10.00	6.22	69.74
	20	5.85	6.56	6.32	2.08	27.80	9.12	10.00	7.78	75.51
	24	7.09	7.90	7.55	2.50	27.80	9.12	10.00	9.34	81.50
Aulde Scotia Lynene III	13	2.77	3.88	1.14	.36	14.80	7.78	6.67	3.98	40.24
	16	3.39	4.77	3.68	.44	14.80	7.78	6.67	4.90	46.43
	20	4.32	5.96	4.56	.55	14.80	7.78	6.67	5.12	50.66
	24	5.24	7.15	5.44	.67	14.80	7.78	6.67	7.35	53.10
Rival IV	13	2.16	3.43	2.28	.14	3.33	6.67	5.56	2.74	26.31
	16	2.77	4.18	2.81	.18	3.33	6.67	5.56	3.38	28.88
	20	3.39	5.22	3.51	.22	3.33	6.67	5.56	4.23	32.13
	24	4.00	6.25	4.21	.26	3.33	6.67	5.56	5.06	35.44

Linens

Ledgers

Writings

Books

Offsets

Covers

Bristols

Weddings  
and Paps.

Mimeo-  
graphs

Announce-  
ment Line

Stationery  
Cabinets

Typewriter  
Papers

Writing  
Tablets

Special  
Papers

Eagle-A  
Line

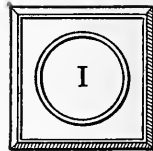
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# U. S. Linen



The First LINEN Grade of  
EAGLE-A  
QUALITY-STANDARDS  
(WATERMARKED "U. S. LINEN")



U. S. LINEN is a beautiful cream laid sheet which has the appearance of the old hand-made linens that are so restful to the eye. It is loft-dried and has a very high rag content—a paper that will last more than the span of the average human life without changing color and without cracking or breaking under severe treatment.

U. S. LINEN is the first Linen grade as indicated by the Linen Chart of Relative Quality-Standards on page 131.

GENERAL USES—U. S. LINEN is recommended for the following uses where a distinctive appearance coupled with long-lasting qualities is desired—

#### Stationery

General Letterheads  
Executives' Letterheads  
Envelopes

#### Office Forms

Billheads

#### Advertising

Announcements  
Envelope Stuffers  
Booklets

IMPRESS—*Suitable for* Letterpress (type and line cuts)

" " Litho Press (any number of colors)  
" " Offset Press  
" " Engraving from steel dies or copper plates  
" " Die Stamping  
" " Ruling

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

THE right side of the sheet for impressing (or felt side) faces the reader when the watermark reads correctly from left to right.

SIZES, WEIGHTS and COLOR—*Basis* 17 x 22—500 sheets to ream. Trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

The chain mark is parallel to the grain.

#### CREAM LAID

*Basis—17 x 22 sheet*

17 x (22)—9 —11—13 —16—20 —24 (22) x 34—18—22—26—32—40—48  
17 x (26)—10½—13—15½—19—23½ (26) x 34—21—26—31—38—47

Prices—Prices of U. S. LINEN can be found in Price List attached to this book, between the last page and cover.

Where Stocked—U. S. LINEN is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.



*Samples*—Actual samples of U. S. LINEN can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

U. S. LINEN *Typewriter Paper* in standard weights is cataloged under *Typewriter Papers* (Ne Plus Ultra), page 264, and is carried in stock by all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERS for special sheet sizes, special substance weights, special finishes and special colors of U. S. LINEN can be taken only for a definite delivery in quantities of not less than 3,300 pounds. *BUT* if U. S. LINEN in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 1,100 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 1,100 pounds.

Non-standard finishes can be furnished under the same conditions in minimum quantities of 550 pounds.

Under no condition can non-standard colors be made in quantities less than 3,300 pounds.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

U. S. LINEN can be made only in widths (dimension across the grain) a multiple of which equals 56" to 72"; but the minimum must be 16" and the maximum 28". The sheets can be cut in lengths (dimension parallel to the grain) from 16" to 38". Thus the maximum sheet size possible to make in U. S. LINEN is 28" x 38" with the grain parallel to the 38" dimension.

## NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight in which U. S. LINEN can be made is 9 pounds, the maximum 28 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## U. S. LINEN ENVELOPES

*Made in substances 20 and 24. Packed  $\frac{1}{2}$ M and  $\frac{1}{4}$ M to box.*

*Carried in stock by all EAGLE-A SERVICE HOUSES.*

*Manufactured by UNITED STATES ENVELOPE COMPANY.*

COMMERCIAL			BARONIAL			OFFICIAL		
NO.			NO.			NO.		
5	$3\frac{1}{16}$	$\times 5\frac{1}{2}$	4	$3\frac{5}{8}$	$\times 4\frac{11}{16}$	7	$3\frac{3}{4}$	$\times 6\frac{3}{4}$
$6\frac{1}{4}$	$3\frac{1}{2}$	$\times 6$	5	$4\frac{1}{8}$	$\times 5\frac{7}{8}$	9	$3\frac{7}{8}$	$\times 8\frac{7}{8}$
$6\frac{3}{4}$	$3\frac{5}{8}$	$\times 6\frac{1}{2}$	$5\frac{1}{2}$	$4\frac{1}{2}$	$\times 5\frac{1}{2}$	10	$4\frac{1}{8}$	$\times 9\frac{1}{2}$
			6	5	$\times 6$			

SPECIAL ENVELOPES can also be obtained through the Service Houses.

Ledgers

Writings

Books

Offsets

Covers

Bristols

Weddings  
and Paps.

Mimeo-  
graphs

Announce-  
ment Line

Stationery  
Cabinets

Typewriter  
Papers

Writing  
Tablets

Special  
Papers

Eagle-A  
Line

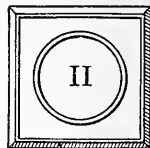
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Index

# Colonial Linen



The Second LINEN Grade of  
EAGLE-A  
QUALITY-STANDARDS  
(WATERMARKED "COLONIAL LINEN")



**C**OLONIAL LINEN, a beautiful laid paper, has a bluish-white tone. It is a loft-dried linen with a very high rag content which gives it considerable durability and folding strength.

COLONIAL LINEN is the second grade of Linen of the Eagle-A Line as indicated by the Linen Chart of Relative Quality-Standards on page 131.

GENERAL USES—COLONIAL LINEN is recommended for the following uses when a distinctive quality is desired, coupled with considerable strength and durability—

#### Stationery

General Letterheads  
Executive Letterheads  
Envelopes

#### Office Forms

Billheads

#### Advertising

Announcements  
Envelope Stuffers  
Booklets

IMPRESS—*Suitable for* Letterpress (type and line cuts)

“ “ Litho Press (any number of colors)  
“ “ Offset Press  
“ “ Engraving from steel dies or copper plates  
“ “ Die Stamping  
“ “ Ruling

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

THE right side of the sheet for impressing (or felt side) faces the reader when the watermark reads correctly from left to right.

SIZES, WEIGHTS and COLORS—*Basis* 17 x 22—500 sheets to ream. Trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

The chain mark is parallel to the grain.

#### WHITE LAID

*Basis*—17 x 22 sheet

17 x (22)— 9 —11—13 —16—20 —24 (22) x 34—18—22—26—32—40—48  
17 x (26)—10½—13—15½—19—23½ (26) x 34—21—26—31—38—47

Sealed in reams, packed 500 to 600 pounds to case.

*Prices*—Prices of COLONIAL LINEN can be found in Price List attached to this book, between the last page and cover.

*Where Stocked*—COLONIAL LINEN is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of COLONIAL LINEN can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

COLONIAL LINEN *Typewriter Paper* in standard weights is cataloged under *Typewriter Papers* (Ne Plus Ultra), page 267, and is carried in stock by all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERS for special sheet sizes, special substance weights, special finishes and special colors of COLONIAL LINEN can be taken only for a definite delivery in quantities of not less than 3,300 pounds. *BUT* if COLONIAL LINEN in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 1,100 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 1,100 pounds.

Non-standard finishes can be furnished under the same conditions in minimum quantities of 550 pounds.

Under no condition can non-standard colors be made in quantities less than 3,300 pounds.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

COLONIAL LINEN can be made only in widths (dimension across the grain) a multiple of which equals 56" to 72"; but the minimum must be 16" and the maximum 28". The sheets can be cut in lengths (dimension parallel to the grain) from 16" to 38". Thus the maximum sheet size possible to make COLONIAL LINEN is 28" x 38" with the grain parallel to the 38" dimension.

## NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight in which COLONIAL LINEN can be made is 9 pounds, the maximum 28 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## COLONIAL LINEN ENVELOPES

*Made in substances 20 and 24. Packed  $\frac{1}{2}$ M and  $\frac{1}{4}$ M to box.*

*Carried in stock by all EAGLE-A SERVICE HOUSES.*

*Manufactured by UNITED STATES ENVELOPE COMPANY.*

COMMERCIAL		BARONIAL		OFFICIAL			
NO.		NO.		NO.		NO.	
5	$3\frac{1}{8} \times 5\frac{1}{2}$	4	$3\frac{5}{8} \times 4\frac{11}{8}$	7	$3\frac{3}{4} \times 6\frac{3}{4}$	11	$4\frac{1}{2} \times 10\frac{3}{8}$
$6\frac{1}{4}$	$3\frac{1}{2} \times 6$	5	$4\frac{1}{8} \times 5\frac{1}{8}$	9	$3\frac{7}{8} \times 8\frac{7}{8}$	12	$4\frac{3}{4} \times 11$
$6\frac{3}{4}$	$3\frac{5}{8} \times 6\frac{1}{2}$	$5\frac{1}{2}$	$4\frac{1}{2} \times 5\frac{1}{2}$	10	$4\frac{1}{8} \times 9\frac{1}{2}$	14	$5 \times 11\frac{1}{2}$
		6	$5 \times 6$				

SPECIAL ENVELOPES can also be obtained through the Service Houses.

Ledgers

Writings

Books

Offsets

Covers

Bristols

Weddings  
and Paps.

Mimeo-  
graphs

Announce-  
ment Line

Stationery  
Cabinets

Typewriter  
Papers

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Papers

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# Aulde Scotia Lynene



The Third LINEN Grade of  
**EAGLE-A**  
**QUALITY - STANDARDS**  
(WATERMARKED "AULDE SCOTIA LYNENE")



**A**ULDE SCOTIA LYNENE takes its name from its fine old-fashioned appearance. It is a creamy-tinted laid paper with a moderate rag content.

AULDE SCOTIA LYNENE is the third grade of linens of the Eagle-A Line as indicated by the Linen Chart of Relative Quality-Standards on page 131.

GENERAL USES—AULDE SCOTIA LYNENE is recommended for the following uses when appearance must be combined with durability and moderate price—

*Stationery*

General Letterheads  
Envelopes

*Office Forms*

Billheads

*Advertising*

Announcements  
Envelope Stuffers  
Booklets

IMPRESS—*Suitable for* Letterpress (type and line cuts)  
“ “ Litho Press (any number of colors)  
“ “ Offset Press  
“ “ Ruling

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

THE right side of the sheet for impressing (or felt side) faces the reader when the watermark reads correctly from left to right.

SIZES, WEIGHTS and COLORS—*Basis* 17 x 22—500 sheets to ream. Trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

The chain mark is parallel to the grain.

CREAM LAID

*Basis—17 x 22 Sheet Size*

17 x (22)—13—16—20—24

(22) x 34—26—32—40—48

Sealed in reams, packed 500 to 600 pounds to case.

Prices—Prices of AULDE SCOTIA LYNENE can be found in Price List attached to this book, between the last page and cover.

Where Stocked—AULDE SCOTIA LYNENE is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

Samples—Actual samples of AULDE SCOTIA LYNENE can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes, special substance weights, special finishes and special colors of AULDE SCOTIA LYNENE can be taken only for a definite delivery in quantities of not less than 3,300 pounds. *BUT* if AULDE SCOTIA LYNENE in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 1,100 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 1,100 pounds.

Non-standard finishes can be furnished under the same conditions in minimum quantities of 550 pounds.

Under no condition can non-standard colors be made in quantities less than 3,300 pounds.

### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

AULDE SCOTIA LYNENE can be made only in widths (dimension across the grain) a multiple of which equals 46" to 53"; but the minimum must be 17" and the maximum 26½". The sheets can be cut in lengths (dimension parallel to the grain) from 16" to 38". Thus the maximum sheet size possible to make in AULDE SCOTIA LYNENE is 26½" x 38" with the grain parallel to the 38" dimension.

### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight in which AULDE SCOTIA LYNENE can be made is 13 pounds, the maximum 28 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## AULDE SCOTIA LYNENE ENVELOPES

*Made in substances 20 and 24. Packed ½M and ¼M to box.*

*Carried in stock by all EAGLE-A SERVICE HOUSES.*

*Manufactured by UNITED STATES ENVELOPE COMPANY.*

COMMERCIAL		BARONIAL		OFFICIAL			
NO.		NO.		NO.		NO.	
5	3⅛ x 5½	4	3⅝ x 4⅞	7	3¾ x 6¾	11	4½ x 10⅜
6¼	3½ x 6	5	4⅛ x 5⅞	9	3⅞ x 8⅞	12	4¾ x 11
6¾	3⅝ x 6½	5½	4½ x 5½	10	4⅞ x 9½	14	5 x 11½
		6	5 x 6				

SPECIAL ENVELOPES can also be obtained through the Service Houses.

Ledgers

Writings

Books

Offsets

Covers

Bristols

Weddings  
and Paps.

Mimeo-  
graphs

Announce-  
ment Lin.

Stationery  
Cabinets

Typewriter  
Papers

Writing  
Tablets

Special  
Papers

Eagle-A  
Line

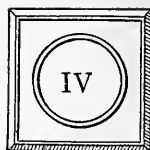
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# Rival Linen



The Fourth LINEN Grade of  
EAGLE-A  
QUALITY - STANDARDS  
(WATERMARKED "RIVAL LINEN")



**R**IVAL LINEN is a cream-white laid, machine-dried, rag-content paper. Whenever smart appearance must be combined with low price, but neither great strength nor wearing quality is required, this paper is to be recommended.

RIVAL LINEN is a fourth grade Linen as indicated by the Linen Chart of Relative Quality-Standards on page 131.

**GENERAL USES**—With the above qualifications in mind RIVAL LINEN is recommended for the following uses—

*Stationery*

General Letterheads  
Envelopes

*Office Forms*

Billheads  
Statements

*Advertising*

Announcements  
Envelope Stuffers  
Booklets

**IMPRESS**—*Suitable for* Letterpress (type and line cuts)  
“ “ Litho Press (any number of colors)  
“ “ Offset Press  
“ “ Engraving  
“ “ Ruling

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

THE right side of the sheet for impressing (or felt side) faces the reader when the watermark reads correctly from left to right.

**SIZES, WEIGHTS and COLORS**—*Basis* 17 x 22—500 sheets to ream. Trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

CREAM LAID

*Basis*—17 x 22 Sheet Size

17 x (22)—13—16—20—24

(22) x 34—26—32—40—48

Sealed in reams, packed 500 to 600 pounds to case.

**Prices**—Prices of RIVAL LINEN can be found in Price List attached to this book, between the last page and cover.

**Where Stocked**—RIVAL LINEN is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

**Samples**—Actual samples of RIVAL LINEN can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes, special substance weights, special finishes and special colors of RIVAL LINEN can be taken only for a definite delivery in quantities of not less than 7,150 pounds. *BUT if* RIVAL LINEN in the required weight and color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 1,650 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 3,300 pounds.

Non-standard finishes can be furnished under the same conditions in minimum quantities of 1,650 pounds.

Under no condition can non-standard colors be made in quantities less than 7,150 pounds.

### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

RIVAL LINEN can be made only in widths (dimension across the grain) a multiple of which equals 64" to 75"; but the minimum must be 16" and the maximum 37½". The sheets can be cut in lengths (dimension parallel to the grain) from 16" to 52". Thus the maximum sheet size possible to make RIVAL LINEN is 37½" x 52", with the grain parallel to the 52" dimension.

Sheets 17" and 34" wide by any length between the limits given above can often be made more quickly than sheets in other widths, because this is the width from which the standard size sheets are cut, and it is sometimes possible to cut sheets in special lengths before the widths have been sheeted.

### ROLLS (SPECIAL)

RIVAL LINEN can also be made in rolls not to exceed 30" in diameter wound on steel or strawboard cores in widths (dimension across the grain) as given for sheets in minimum quantities of 1,650 pounds of a size.

### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight in which RIVAL LINEN can be made is 13 pounds, the maximum 28 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## RIVAL LINEN ENVELOPES

*Made in substances 20 and 24. Packed ½M and ¼M to box.*

*Carried in stock by all EAGLE-A SERVICE HOUSES.*

*Manufactured by UNITED STATES ENVELOPE COMPANY.*

COMMERCIAL		BARONIAL		OFFICIAL			
NO.		NO.		NO.		NO.	
5	3 1/16 x 5 1/2	4	3 5/8 x 4 11/16	7	3 3/4 x 6 3/4	11	4 1/2 x 10 3/8
6 1/4	3 1/2 x 6	5	4 1/8 x 5 1/8	9	3 7/8 x 8 7/8	12	4 3/4 x 11
6 3/4	3 5/8 x 6 1/2	5 1/2	4 1/2 x 5 1/2	10	4 1/8 x 9 1/2	14	5 x 11 1/2
		6	5 x 6				

SPECIAL ENVELOPES can also be obtained through the Service Houses.

Ledgers

Writings

Books

Offsets

Covers

Bristols

Weddings  
and Paps.

Mimeo-  
graphs

Announce-  
ment Lin

Stationer  
Cabinets

Typewriter  
Papers

Writing  
Tablets

Special  
Papers

Eagle-A  
Line

Ref  
Gu

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# Ledger Papers

## OF EAGLE-A QUALITY-STANDARDS

**L**EDGER PAPERS receive their class name from their chief use as a Ledger book-filler.

The important qualities desired are: even formation, smooth, uniform finish and good erasive and wearing qualities. A uniform formation or "look-through" is obtained in the beating of the stock to form a "well-closed" sheet. The sizing is also an important factor.

Although made from the same materials as Bond papers, a Ledger paper is more opaque and lower in strength, due to the method of manufacture necessary to obtain the particular Ledger qualities desired. On the other hand, the weights are heavier.

The chief use of Ledger papers is where a heavy sheet which will lie flat is desired or where excellent erasive qualities are required. Generally speaking, weight not considered, the Ledger grades parallel the Bond grades in regard to paper qualities. That is, a first grade Ledger, though of heavier weight than the first grade Bond, is not much greater in strength.

In selecting a Ledger paper rather than a Bond, it must be remembered that paper is sold by the pound and Ledger paper is more expensive per sheet than a Bond paper of similar strength qualities. Where Ledger qualities are desired in light weights and strength is not a factor, a Flat Writing will be satisfactory.

In the following pages, which are devoted to detailed descriptions of the Eagle-A Quality-Standard Ledger Papers, each paper is described in two ways: first, in general terms from the standpoint of appearance and serviceability; secondly, specifically with reference to the Relative Chart of Quality-Standard Ledgers, page 141.

The six grades of the Eagle-A line cover all Ledger requirements:

GRADE	NAME	COLOR
Permanent I	Government Record	White, Buff, Blue
II	Brunswick Linen	White, Buff, Blue
Semi-Perm. III	Account Linen	White only
IV	Extension	White, Buff, Blue
Temporary V	Gloria	White and Buff
VI	Telephone	White and Buff

### LEDGER PAPER TRADE CUSTOMS

Trade Customs pertaining to Ledgers are explained in detail on pages 306-310.



# Ledger Papers

## Relative Quality-Standards of Eagle-A Ledgers

The numerals given below are relative only. They indicate the relation between the paper qualities in each grade

Grade	Substance Weight Basis 17 x 22	Strength				Life	Appearance			Quality Index
		Bursting	Tensile	Tear	Folds		Color and Cleanliness	Surface and Formation	Handle	
Government Record I	24	8.33	8.35	9.14	8.33	37.00	11.11	11.11	11.12	104.49
	28	9.71	9.70	10.69	9.16	37.00	11.11	11.11	13.00	111.48
	32	11.10	11.18	12.29	10.00	37.00	11.11	11.11	14.80	118.59
Brunswick Linen II	36	12.48	12.53	13.85	10.83	37.00	11.11	11.11	16.70	125.60
	24	7.08	7.60	7.72	3.08	29.60	10.00	10.00	10.56	85.64
	28	8.17	8.90	9.04	3.39	29.60	10.00	10.00	12.38	91.48
Account Linen III	32	9.40	10.10	10.27	3.69	29.60	10.00	10.00	14.10	97.16
	36	10.48	11.40	11.53	4.00	29.60	10.00	10.00	15.90	102.91
Extension IV	24	6.31	7.00	6.58	1.67	22.20	10.00	8.89	10.00	72.65
	28	7.39	8.13	7.63	1.94	22.20	10.00	8.89	11.70	77.88
	32	8.33	9.30	8.77	2.22	22.20	10.00	8.89	13.40	83.11
Gloria V	36	9.40	10.50	9.82	2.50	22.20	10.00	8.89	15.00	88.31
	24	5.24	6.71	5.70	.50	16.65	7.78	7.78	8.90	59.26
	28	6.01	7.82	6.67	.58	16.65	7.78	7.78	10.38	63.67
Telephone VI	32	6.93	8.95	7.72	.67	16.65	7.78	7.78	11.89	68.87
	36	7.70	10.04	8.59	.75	16.65	7.78	7.78	13.40	72.69
	24	4.00	5.51	5.26	.21	9.25	6.11	6.67	8.90	45.91
	28	4.77	6.45	6.14	.24	9.25	6.11	6.67	10.38	50.01
	32	5.39	7.35	7.01	.28	9.25	6.11	6.67	11.89	53.95
	36	6.16	8.27	7.89	.32	9.25	6.11	6.67	13.40	58.07
	24	3.70	5.51	5.26	.17	3.33	4.44	4.44	6.67	33.52
	28	4.32	6.45	6.14	.19	3.33	4.44	4.44	7.80	37.11
	32	4.93	7.35	7.01	.22	3.33	4.44	4.44	8.90	40.12
	36	5.54	8.27	7.89	.25	3.33	4.44	4.44	10.00	44.16

Ledgers

Writings

Books

Offsets

Covers

Bristols

Weddings  
and Papers

Mimeo-  
graphs

Announc-  
ment Li

Station-  
Cabinets

Typewriter  
Papers

Writing  
Tablet

Specia  
Papers

Eagle-A  
Line

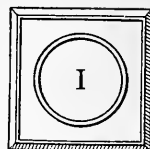
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# Government Record Ledger



The First LEDGER Grade of  
EAGLE-A  
QUALITY - STANDARDS  
(WATERMARKED "GOVERNMENT RECORD LEDGER")



**G**OVERNMENT RECORD LEDGER is a loft-dried paper made of the highest grade of rags and has the finest and most uniform hard-sized surface that can be obtained. Hard erasing does not mar the surface. GOVERNMENT RECORD LEDGER will stand a severe amount of handling and folding and has very great tensile strength. It is a permanent paper that will last longer than the span of a human life and will not change color. It comes in white, buff and blue.

GOVERNMENT RECORD LEDGER is the first Ledger Grade as indicated in Ledger Chart of Relative Quality-Standards on page 141.

**GENERAL USES**—GOVERNMENT RECORD LEDGER is often used instead of a bond when a very heavy weight paper is wanted for letterheads. It is suited for any of the following uses which require exceptionally high quality—

Office Forms		Stationery
Accounting Systems	Diplomas	Envelopes
Checks—Notes	Drafts—Mortgages	Executive Letters
Contracts	Record Book Pages	General Letters
Deeds		

**IMPRESS**—*Suitable for* Letterpress (type, line cuts medium screen Ben Day Plates)

"	"	Litho Press (one color)
"	"	Offset Press (one color)
"	"	Die Stamping
"	"	Steel or Copper Plate Engraving
"	"	Pen Writing
"	"	Ruling

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

THE right side of the sheet for impressing (or felt side) faces the reader when the watermark reads correctly from left to right.

**SIZES, WEIGHTS and COLORS**—*Basis* 17 x 22—500 sheets to ream. Trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

WHITE	
(16) x 21—25 —28½	(19) x 24 —29½—34—39—44
16 x (42)—57	21 x (32)—50 —57
(17) x 22—24 —28	22 x (34)—48 —56
(17) x 28 —30½—35½—40½	23 x (36)—71
(18) x 23 —35½	24 x (38)—59 —68—78—88
	28 x (34)—61 —71—81

BLUE AND BUFF	
(16) x 21—28½	21 x (32)—57
(17) x 22—24 —28*	22 x (34)—48—56*
(17) x 28—30½*—35½	23 x (36)—71
(18) x 23—35½	24 x (38)—68 —88*
(19) x 24—34 —44*	28 x (34)—61*—71

\*Not stocked in blue.

\*Not stocked in blue.

Sealed in reams, packed 500 to 600 pounds to case.

*Prices*—Prices of GOVERNMENT RECORD LEDGER can be found in Price List attached to this book, between the last page and cover.

*Where Stocked*—GOVERNMENT RECORD LEDGER is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of GOVERNMENT RECORD LEDGER can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERS for special sheet sizes, special substance weights, special finishes and special colors of GOVERNMENT RECORD LEDGER in which sheet size, substance weight, finish or color differs from standard specifications, as given above, can be taken only for a definite delivery in quantities of not less than 3,300 pounds. *BUT* if GOVERNMENT RECORD LEDGER in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 550 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 1,100 pounds.

Non-standard finishes can be furnished under the same conditions in minimum quantities of 550 pounds.

Under no condition can non-standard colors be made in quantities less than 3,300 pounds.

### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

GOVERNMENT RECORD LEDGER can be made only in widths (dimension across the grain) a multiple of which equals 56" to 72"; but the minimum must be 16" and the maximum 28". The sheets can be cut in lengths (dimension parallel to the grain) from 16" to 42". Thus the maximum sheet size possible to make in GOVERNMENT RECORD LEDGER is 28" x 42" with the grain parallel to the 42" dimension.

### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight in which GOVERNMENT RECORD LEDGER can be made is 20 pounds, the maximum 40 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## GOVERNMENT RECORD LEDGER ENVELOPES

*Made in substances 20 and 24. Packed  $\frac{1}{2}$ M and  $\frac{1}{4}$ M to box.*

*Carried in stock by all EAGLE-A SERVICE HOUSES.*

*Manufactured by UNITED STATES ENVELOPE COMPANY.*

COMMERCIAL		BARONIAL		OFFICIAL			
NO.		NO.		NO.		NO.	
5	$3\frac{1}{16} \times 5\frac{1}{2}$	4	$3\frac{5}{8} \times 4\frac{11}{16}$	7	$3\frac{3}{4} \times 6\frac{3}{4}$	11	$4\frac{1}{2} \times 10\frac{3}{8}$
$6\frac{1}{4}$	$3\frac{1}{2} \times 6$	5	$4\frac{1}{8} \times 5\frac{1}{8}$	9	$3\frac{7}{8} \times 8\frac{7}{8}$	12	$4\frac{3}{4} \times 11$
$6\frac{3}{4}$	$3\frac{3}{8} \times 6\frac{1}{2}$	$5\frac{1}{2}$	$4\frac{1}{2} \times 5\frac{1}{2}$	10	$4\frac{1}{8} \times 9\frac{1}{2}$	14	$5 \times 11\frac{1}{2}$
		6	$5 \times 6$				

SPECIAL ENVELOPES can also be obtained through the Service Houses.

Writings

Books

Offsets

Covers

Bristols

Weddings  
and Paps.

Mimeo-  
graphs

Announce  
ment Lin

Stationery  
Cabinets

Typewriter  
Papers

Writing  
Tablets

Special  
Papers

Eagle-A  
Line

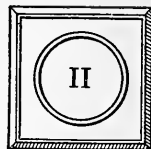
Ref  
Gui

Index

# Brunswick Linen Ledger



The Second LEDGER Grade of  
EAGLE-A  
QUALITY - STANDARDS  
(WATERMARKED "BRUNSWICK LINEN LEDGER")



**B**RUNSWICK LINEN LEDGER is a paper with remarkable strength and resistance to severe usage. It has a fine smooth surface for pen writing, machine ruling and printing, and takes erasing exceedingly well. It will not dog-ear from much handling and lasts practically the span of a human life without loss of color or deterioration. BRUNSWICK LINEN LEDGER is a high rag-content, loft-dried ledger made in white, buff and blue.

It is the second Ledger Grade as indicated by the Ledger Chart of Relative Quality-Standards on page 141.

**GENERAL USES**—BRUNSWICK LINEN LEDGER is recommended for the following uses when the above-named qualities are desired, and when a paper heavier than the standard bond weights must be used for letterheads—

## Office Forms

Accounting Systems  
Checks—Notes  
Contracts  
Deeds

Diplomas  
Drafts—Mortgages  
Record Book Pages

## Stationery

Envelopes  
Executive Letters  
General Letters

**IMPRESS**—*Suitable for* Letterpress (type, line cuts, medium screen Ben Day Plates)

“ “ Litho Press (one color)  
“ “ Offset Press (one color)  
“ “ Die Stamping  
“ “ Steel or Copper Plate Engraving  
“ “ Pen Writing  
“ “ Ruling

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

THE right side of the sheet for impressing (or felt side) faces the reader when the watermark reads correctly from left to right.

**SIZES, WEIGHTS and COLORS**—*Basis* 17 x 22—500 sheets to ream. Trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

## WHITE

### Basis—17 x 22 Sheet Size

(16) x 21—25 —28½	21 x (32)—50—57
16 x (42)—57	22 x (34)—48—56
(17) x 22—24 —28	23 x (36)—71
(17) x 28—30½—35½—40½	24 x (38)—59—68—78—88
(18) x 23—35½	28 x (34)—61—71—81
(19) x 24—29½—34 —39 —44	

## BUFF AND BLUE

(16) x 21—28½	21 x (32)—57
(17) x 22—24 —28*	22 x (34)—48 —56*
(17) x 28—30½*—35½	23 x (36)—71
(18) x 23—35½	24 x (38)—68
(19) x 24—34	28 x (34)—61*—71

\*Not stocked in blue.

\*Not stocked in blue.

Sealed in reams, packed 500 to 600 pounds to case.

**Prices**—Prices of BRUNSWICK LINEN LEDGER can be found in Price List attached to this book, between the last page and cover.

**Where Stocked**—BRUNSWICK LINEN LEDGER is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of price list.

**Samples**—Actual samples of BRUNSWICK LINEN LEDGER can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**ORDERS** for special sheet sizes, special substance weights, special finishes and special colors of BRUNSWICK LINEN LEDGER in which sheet size, substance weight, finish or color differs from a standard specification, as given above, can be taken only for a definite delivery in quantities of not less than 3,850 pounds. *BUT* if BRUNSWICK LINEN LEDGER in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 550 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 1,100 pounds.

Non-standard finishes can be furnished under the same conditions in minimum quantities of 550 pounds.

Under no condition can non-standard colors be made in quantities less than 3,850 pounds.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

BRUNSWICK LINEN LEDGER can be made only in widths (dimension across the grain) a multiple of which equals 56" to 72"; but the minimum must be 16" and the maximum 28". The sheets can be cut in lengths (dimension parallel to the grain) from 16" to 42". Thus the maximum sheet size possible to make in BRUNSWICK LINEN LEDGER is 28" x 42" with the grain parallel to the 42" dimension.

## NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight in which BRUNSWICK LINEN LEDGER can be made is 20 pounds, the maximum 40 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## BRUNSWICK LINEN LEDGER ENVELOPES

*Made in substance 24. Packed  $\frac{1}{2}$ M and  $\frac{1}{4}$ M to box.*

*Carried in stock by all EAGLE-A SERVICE HOUSES.*

*Manufactured by UNITED STATES ENVELOPE COMPANY*

COMMERCIAL		BARONIAL		OFFICIAL			
NO.		NO.		NO.		NO.	
5	$3\frac{1}{16} \times 5\frac{1}{2}$	4	$3\frac{5}{8} \times 4\frac{11}{16}$	7	$3\frac{3}{4} \times 6\frac{3}{4}$	11	$4\frac{1}{2} \times 10\frac{3}{8}$
$6\frac{1}{4}$	$3\frac{1}{2} \times 6$	5	$4\frac{1}{8} \times 5\frac{5}{8}$	9	$3\frac{7}{8} \times 8\frac{7}{8}$	12	$4\frac{3}{4} \times 11$
$6\frac{3}{4}$	$3\frac{5}{8} \times 6\frac{1}{2}$	$5\frac{1}{2}$	$4\frac{1}{2} \times 5\frac{1}{2}$	10	$4\frac{1}{8} \times 9\frac{1}{2}$	14	$5 \times 11\frac{1}{2}$
		6	$5 \times 6$				

SPECIAL ENVELOPES can also be obtained through the Service Houses.

Writings

Books

Offsets

Covers

Bristols

Weddings  
and Paps.

Mimeo-  
graphs

Announce-  
ment Lin

Stationery  
Cabinets

Typewriter  
Papers

Writing  
Tablets

Special  
Papers

Eagle-A  
Line

Ref  
Gul

Inde

# Account Linen Ledger



The Third LEDGER Grade of  
EAGLE-A  
QUALITY-STANDARDS  
(WATERMARKED "ACCOUNT LINEN LEDGER")



**A**CCOUNT LINEN LEDGER has an excellent surface for pen writing and ruling, high resistance to tearing, and will stand considerable erasure. This ledger is in the semi-permanent group and will last many years with ordinary handling. It is a rag-content, loft-dried ledger made in white only. ACCOUNT LINEN LEDGER is the third Ledger Grade as determined by the Ledger Chart of Relative Quality-Standards on page 141.

**GENERAL USES**—ACCOUNT LINEN LEDGER is recommended for the following uses, bearing in mind the qualifications enumerated above—

#### Office Forms

Accounting Systems  
Checks—Notes  
Contracts  
Drafts—Mortgages  
Record Book Pages

#### Stationery

Envelopes  
Executive Letters  
General Letters

**IMPRESS**—*Suitable for Letterpress* (type, line cuts, medium screen Ben Day Plates)

“ “ Litho Press (one color)  
“ “ Offset Press (one color)  
“ “ Die Stamping  
“ “ Steel or Copper Plate Engraving  
“ “ Pen Writing  
“ “ Ruling

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

THE right side of the sheet for impressing (or felt side) faces the reader when the watermark reads correctly from left to right.

**SIZES, WEIGHTS and COLORS**—*Basis 17 x 22—500 sheets to ream.* Trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

(Both dimensions in parentheses indicate grain may run either way.)

#### WHITE ONLY

#### Basis—17 x 22 Sheet Size

(16) x (21)—25 —28½	21 x (32)—50—57
16 x (42)—57	22 x (34)—48—56
(17) x 22—24 —28	23 x (36)—71
(17) x 28—30½—35½—40½	24 x (38)—59—68—78—88
(18) x 23—35½	28 x (34)—61—71—81
(19) x 24—29½—34 —39 —44	

Sealed in reams, packed 500 to 600 pounds to case.

**Prices**—Prices of ACCOUNT LINEN LEDGER can be found in Price List attached to this book, between the last page and cover.

**Where Stocked**—ACCOUNT LINEN LEDGER is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of ACCOUNT LINEN LEDGER can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

### NON-STANDARD SPECIFICATIONS

**O**RDERS for special sheet sizes, special substance weights, special finishes and special colors of ACCOUNT LINEN LEDGER in which sheet size, substance weight, finish or color differs from standard specifications, as given above, can be taken only for a definite delivery in quantities of not less than 4,950 pounds. *BUT* if ACCOUNT LINEN LEDGER in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

- Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 550 pounds.
- Non-standard substance weights can be furnished under the same conditions in minimum quantities of 1,100 pounds.
- Non-standard finishes can be furnished under the same conditions in minimum quantities of 550 pounds.
- Under no condition can non-standard colors be made in quantities less than 4,950 pounds.

### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

ACCOUNT LINEN LEDGER can be made only in widths (dimension across the grain) a multiple of which equals 56" to 72"; but the minimum must be 16" and the maximum 28". The sheets can be cut in lengths (dimension parallel to the grain) from 16" to 42". Thus the maximum sheet size possible to make in ACCOUNT LINEN LEDGER is 28" x 42" with the grain parallel to the 42" dimension.

### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight in which ACCOUNT LINEN LEDGER can be made is 20 pounds, the maximum 40 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

### ACCOUNT LINEN LEDGER ENVELOPES

*Made in substances 24 and 28. Packed 1/2M and 1/4M to box.*  
*Carried in stock by all EAGLE-A SERVICE HOUSES.*  
*Manufactured by UNITED STATES ENVELOPE COMPANY.*

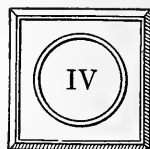
COMMERCIAL		BARONIAL		OFFICIAL			
NO.		NO.		NO.		NO.	
5	$3\frac{1}{8} \times 5\frac{1}{2}$	4	$3\frac{5}{8} \times 4\frac{1}{4}$	7	$3\frac{3}{4} \times 6\frac{3}{4}$	11	$4\frac{1}{2} \times 10\frac{3}{8}$
$6\frac{1}{4}$	$3\frac{1}{2} \times 6$	5	$4\frac{1}{8} \times 5\frac{1}{8}$	9	$3\frac{7}{8} \times 8\frac{7}{8}$	12	$4\frac{3}{4} \times 11$
$6\frac{3}{4}$	$3\frac{5}{8} \times 6\frac{1}{2}$	$5\frac{1}{2}$	$4\frac{1}{2} \times 5\frac{1}{2}$	10	$4\frac{1}{8} \times 9\frac{1}{2}$	14	$5 \times 11\frac{1}{2}$
		6	$5 \times 6$				

SPECIAL ENVELOPES can also be obtained through the Service Houses.

# Extension Ledger



The Fourth LEDGER Grade of  
EAGLE-A  
QUALITY- STANDARDS  
(WATERMARKED "EXTENSION LEDGER")



**EXTENSION LEDGER**, because it has a good surface for pen writing and ruling, strength and stiffness, is a good choice for accounting systems and office forms that are to be preserved for a few years only. It has a good surface for erasure. This is a loft-dried, rag-content ledger paper that is made in white, blue and buff.

**EXTENSION LEDGER** is the fourth Ledger Grade as determined by the Ledger Chart of Relative Quality-Standards on page 141.

**GENERAL USES**—**EXTENSION LEDGER** is recommended for the following purposes when a good ledger is required that will not have to last over fifteen years—

#### Office Forms

Record Book Pages  
Drafts—Mortgages  
Checks—Notes  
Contracts  
Accounting Systems

#### Stationery

General Letters  
Envelopes

**IMPRESS**—*Suitable for* Letterpress (type, line cuts, medium screen Ben Day Plates)

“ “ Litho Press (one color)  
“ “ Offset Press (one color)  
“ “ Pen Writing  
“ “ Ruling

**THE** various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

**THE** right side of the sheet for impressing (or felt side) faces the reader when the watermark reads correctly from left to right.

**SIZES, WEIGHTS and COLORS**—*Basis* 17 x 22—500 sheets to ream. Trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

WHITE, BUFF, BLUE

*Basis—17 x 22 Sheet Size*

(16) x 21 —28½	21 x (32)—57
(17) x 22 —24 —28	22 x (34)—48—56
(17) x 28 —30½—35½—40½	23 x (36)—71—80
(18) x 23 —35½—40	24 x (38)—59—68—78—88
(19) x 24 —29½—34 —39 —44	28 x (34)—61—71—81
(20) x 28 —36 —54	

Sealed in reams, packed 500 to 600 pounds to case.

**Prices**—Prices of **EXTENSION LEDGER** can be found in Price List attached to this book, between the last page and cover.

**Where Stocked**—**EXTENSION LEDGER** is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.



*Samples*—Actual samples of EXTENSION LEDGER can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERS for special sheet sizes, special substance weights, special finishes and special colors of EXTENSION LEDGER in which sheet size, substance weight, finish or color differs from standard specifications, as given above, can be taken only for a definite delivery in quantities of not less than 4,950 pounds. *BUT if* EXTENSION LEDGER in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 550 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 1,100 pounds.

Non-standard finishes can be furnished under the same conditions in minimum quantities of 550 pounds.

Under no conditions can non-standard colors be made in quantities less than 4,950 pounds.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

EXTENSION LEDGER can be made only in widths (dimension across the grain) a multiple of which equals 56" to 72"; but the minimum must be 16" and the maximum 28". The sheets can be cut in lengths (dimension parallel to the grain) from 16" to 42". Thus the maximum sheet size possible to make in EXTENSION LEDGER is 28" x 42" with the grain parallel to the 42" dimension.

## NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight in which EXTENSION LEDGER can be made is 20 pounds, the maximum 40 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## EXTENSION LEDGER ENVELOPES

*Made in substance 24. Packed  $\frac{1}{2}$ M and  $\frac{1}{4}$ M to box.*

*Carried in stock by all EAGLE-A SERVICE HOUSES.*

*Manufactured by UNITED STATES ENVELOPE COMPANY*

COMMERCIAL			BARONIAL		OFFICIAL			
NO.			NO.		NO.		NO.	
5	$3\frac{1}{8} \times 5\frac{1}{2}$		4	$3\frac{5}{8} \times 4\frac{1}{8}$	7	$3\frac{3}{4} \times 6\frac{3}{4}$	11	$4\frac{1}{2} \times 10\frac{3}{8}$
$6\frac{1}{4}$	$3\frac{1}{2} \times 6$		5	$4\frac{1}{8} \times 5\frac{1}{8}$	9	$3\frac{7}{8} \times 8\frac{7}{8}$	12	$4\frac{3}{4} \times 11$
$6\frac{3}{4}$	$3\frac{3}{8} \times 6\frac{1}{2}$		$5\frac{1}{2}$	$4\frac{1}{2} \times 5\frac{1}{2}$	10	$4\frac{1}{8} \times 9\frac{1}{2}$	14	$5 \times 11\frac{1}{2}$
			6	$5 \times 6$				

SPECIAL ENVELOPES can also be obtained through the Service Houses.

Writings

Books

Offsets

Covers

Bristols

Weddings  
and Paps

Mimeo-  
graphs

Announc-  
ment Li

Stationer  
Cabinets

Typewriter  
Papers

Writing  
Table

Specia  
Papers

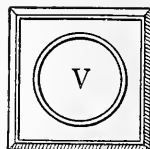
Eagle-A  
Line

R  
G

Ind

# Gloria Ledger

The Fifth LEDGER Grade of  
EAGLE-A  
QUALITY-STANDARDS  
(UNWATERMARKED)



**G**LORIA LEDGER is a paper of temporary life that has an exceptional value among lower priced ledgers. It has a good surface for pen writing and ruling, will withstand moderate erasure and handling and folding, and is made in sizes for book-keeping machines in addition to regular ledger sizes. GLORIA LEDGER is a machine-dried, rag-content paper that is manufactured only in white and buff.

GLORIA LEDGER is the fifth Ledger Grade as indicated in the Ledger Chart of Relative Quality-Standards on page 141.

GENERAL USES—GLORIA LEDGER is adapted for the following uses when long life is not necessary, or where great resistance to handling and folding is not required—

## Office Forms

Accounting Systems  
Drafts

Checks  
Notes

IMPRESS—Suitable for Letterpress (type, line cuts, medium screen Ben Day Plates)

“ “ Litho Press (one color)  
“ “ Offset Press (one color)  
“ “ Bookkeeping Machines  
“ “ Ruling

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

SIZES, WEIGHTS and COLORS—Basis 17 x 22—500 sheets to ream. Trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

(Both dimensions in parentheses indicate grain may run either way.)

## WHITE

Basis—17 x 22 Sheet Size

16 x (21)—28½	(21) x 32 —57
17 x (22)—24 —28	(28) x 34 —61—71—81
17 x (28)—30½—35½—40½	(23) x 36 —71
18 x (23)—35½	24 x (38)—59—68—78
(19) x 24 —29½—34 —39	(22) x 34 —48—56
(20) x (26)—33½	

## BUFF

17 x (22)—24 —28	(22½) x (22½)—38—48½
17 x (28)—30½—35½	(28) x 34 —61—71
22 x 34 —48 —56	(24½) x (24½)—45—58

Sealed in reams, packed 500 to 600 pounds to case.

Prices—Prices of GLORIA LEDGER can be found in Price List attached to this book, between the last page and cover.

Where Stocked—GLORIA LEDGER is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of GLORIA LEDGER can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERS for special sheet sizes, special substance weights, special finishes and special colors of GLORIA LEDGER in which sheet size, substance weight, finish or color differs from standard specifications, as given above, can be taken only for a definite delivery in quantities of not less than 7,150 pounds. *BUT* if GLORIA LEDGER in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 1,650 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 3,300 pounds.

Non-standard finishes can be furnished under the same conditions in minimum quantities of 1,650 pounds.

Under no condition can non-standard colors be made in quantities less than 7,150 pounds.

### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

GLORIA LEDGER can be made only in widths (dimension across the grain) a multiple of which equals 64" to 76"; but the minimum must be 16" and the maximum 38". The sheets can be cut in lengths (dimension parallel to the grain) from 16" to 52". Thus the maximum sheet size possible to make in GLORIA LEDGER is 38" x 52" with the grain parallel to the 52" dimension.

Sheets 24" and 34" wide by any length between the limits given above can often be made more quickly than sheets in other widths, because these are the widths from which the standard size sheets are cut, and it is sometimes possible to cut sheets in special lengths before the rolls have been sheeted.

### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight in which GLORIA LEDGER can be made is 20 pounds, the maximum 40 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## GLORIA LEDGER ENVELOPES

*Made in substance 24. Packed  $\frac{1}{2}$ M and  $\frac{1}{4}$ M to box.*

*Carried in stock by all EAGLE-A SERVICE HOUSES.*

*Manufactured by UNITED STATES ENVELOPE COMPANY.*

COMMERCIAL			BARONIAL			OFFICIAL		
NO.			NO.			NO.		
5	$3\frac{1}{16} \times 5\frac{1}{2}$	4	$3\frac{5}{8} \times 4\frac{11}{16}$	7	$3\frac{3}{4} \times 6\frac{3}{4}$	11	$4\frac{1}{2} \times 10\frac{3}{8}$	
$6\frac{1}{4}$	$3\frac{1}{2} \times 6$	5	$4\frac{1}{8} \times 5\frac{1}{8}$	9	$3\frac{7}{8} \times 8\frac{1}{8}$	12	$4\frac{3}{4} \times 11$	
$6\frac{3}{4}$	$3\frac{5}{8} \times 6\frac{1}{2}$	$5\frac{1}{2}$	$4\frac{1}{2} \times 5\frac{1}{2}$	10	$4\frac{1}{8} \times 9\frac{1}{2}$	14	$5 \times 11\frac{1}{2}$	
		6	$5 \times 6$					

SPECIAL ENVELOPES can also be obtained through the Service Houses.

Writings

Books

Offsets

Covers

Bristols

Weddings  
and Papers

Mimeo-  
graphs

Announ-  
ment Li

Station-  
Cabinet

Typewrite  
Papers

Writing  
Table

Speci-  
Paper

Eagle-A  
Line

R  
G

Ind

# Telephone Ledger



The Sixth LEDGER Grade of  
EAGLE-A  
QUALITY- STANDARDS  
(RUBBER-STAMPED "TELEPHONE LEDGER")



**T**ELEPHONE LEDGER is a temporary paper for records that are kept only a short time and receive slight handling. It has a good writing surface and gives exceptional value at a low price. Made in white and buff.

TELEPHONE LEDGER is the sixth Ledger Grade as indicated in the Ledger Chart of Relative Quality-Standards on page 141.

GENERAL USES—TELEPHONE LEDGER is suggested for the following uses, with the above qualifications in mind—

## Office Forms

Temporary Accounting Forms  
Drafts  
Checks  
Notes

IMPRESS—*Suitable for Letterpress (type, line cuts, medium screen Ben Day Plates)*

“ “ Offset Press (one color)  
“ “ Pen Writing  
“ “ Bookkeeping Machines

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

THE right side of the sheet for impressing (or felt side) faces the reader when the rubber stamp reads correctly from left to right.

SIZES, WEIGHTS and COLORS—*Basis 17 x 22—500 sheets to ream.* Trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

(Both dimensions in parentheses indicate grain may run either way.)

## WHITE

### Basis—17 x 22 Sheet Size

(17) x 22—24	22 x (34)—48
(17) x 28—30½	24 x 38—59
(19) x (24)—29½	28 x (34)—61
(19) x 28—34	28 x (38)—68

## BUFF

(17) x (22)—24	22 x (34)—48
(17) x (28)—30½	(24) x (38)—59
(19) x (24)—29½	28 x (34)—61

Scaled in reams, packed 500 to 600 pounds to case.

**Prices**—Prices of TELEPHONE LEDGER can be found in Price List attached to this book, between the last page and cover.

**Where Stocked**—TELEPHONE LEDGER is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of TELEPHONE LEDGER can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

NON-STANDARD SPECIFICATIONS

ORDERS for special sheet sizes, special substance weights, special finishes and special colors of TELEPHONE LEDGER in which sheet size, substance weight, finish or color differs from standard specifications, as given above, can be taken only for a definite delivery in quantities of not less than 12,100 pounds. *BUT if* TELEPHONE LEDGER in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 2,200 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 4,400 pounds.

Non-standard finishes can be furnished under the same conditions in minimum quantities of 2,200 pounds.

Under no condition can non-standard colors be made in quantities less than 12,100 pounds.

NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

TELEPHONE LEDGER can be made only in widths (dimension across the grain) a multiple of which equals 72" to 88"; but the minimum must be 16" and the maximum 44". The sheets can be cut in lengths (dimension parallel to the grain) from 16" to 52". Thus the maximum sheet size possible to make in TELEPHONE LEDGER is 44" x 52" with the grain parallel to the 52" dimension.

Sheets 22", 24", 28" and 38" wide by any length between the limits given above can often be made more quickly than sheets in other widths, because these are the widths from which the standard size sheets are cut, and it is sometimes possible to cut sheets in special lengths before the rolls have been sheeted.

NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight in which TELEPHONE LEDGER can be made is 20 pounds, the maximum 40 pounds.

IMPORTANT NOTICE: When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

TELEPHONE LEDGER ENVELOPES

*Made in substance 24. Packed 1/2M and 1/4M to box.*

*Carried in stock by all EAGLE-A SERVICE HOUSES.*

*Manufactured by UNITED STATES ENVELOPE COMPANY.*

COMMERCIAL		BARONIAL		OFFICIAL			
NO.		NO.		NO.		NO.	
5	$3\frac{1}{16} \times 5\frac{1}{2}$	4	$3\frac{5}{8} \times 4\frac{11}{16}$	7	$3\frac{3}{4} \times 6\frac{3}{4}$	11	$4\frac{1}{2} \times 10\frac{3}{8}$
$6\frac{1}{4}$	$3\frac{1}{2} \times 6$	5	$4\frac{1}{8} \times 5\frac{1}{8}$	9	$3\frac{7}{8} \times 8\frac{7}{8}$	12	$4\frac{3}{4} \times 11$
$6\frac{3}{4}$	$3\frac{5}{8} \times 6\frac{1}{2}$	$5\frac{1}{2}$	$4\frac{1}{2} \times 5\frac{1}{2}$	10	$4\frac{1}{8} \times 9\frac{1}{2}$	14	$5 \times 11\frac{1}{2}$
		6	$5 \times 6$				

SPECIAL ENVELOPES can also be obtained through the Service Houses.

Writings

Books

Offsets

Covers

Bristols

Weddings  
and Paps

Mimeo-  
graphs

Announc-  
ment Li

Station-  
Cabinet

Typewrite  
Papers

Writi  
Table

Speci  
Paper

Eagle-A  
Line

# *Flat Writing Papers*

## OF EAGLE-A QUALITY-STANDARDS

THE term "Writings" is often applied to all hard-sized papers suitable for pen writing, and though sometimes used to include Bonds, Ledgers, Weddings and Papeteries, Fines and Flats, and Envelopes, it is used interchangeably with Flats and Fines.

Flat or Fine writings are made of soft rags beaten to obtain uniform formation and a high degree of opacity in the finished product. They have a distinct softness that is not found in Bond or Ledger papers.

While the grades range from practically all rag to all wood pulp, which are comparable with the Bond paper life factors, strength is less important and relatively lower.

Flat writings are very largely used for inter-departmental letters and for office forms. They are supplied in a wide range of colors to meet the requirements.

A writing should be selected only where appearance and pen writing (impress) are important factors, or as a substitute for a very light-weight Ledger where strength is not a governing condition.

For these reasons the selection will usually be confined to the 20 and 24 pound substance weights.

In the following pages, which are devoted to detailed descriptions of the Eagle-A Quality-Standard Writing Papers, each paper will be described in two ways: first, in general terms from the standpoint of appearance and serviceability; secondly, with reference specifically to the Relative Chart of Quality-Standards.

The five writing grades of the Eagle-A line cover all Flat Writing requirements:

GRADE	WATERMARK	WEIGHTS	COLOR
Permanent I	Old Chester Mills	20-24	White
Semi-Perm. II	Parsons Tinted	20-24	Colors
III	Wauregan Colored Flats	24	Colors
Temporary IV	Mt. Nonotuck Mills	16-20-24-28	White
V	Mt. Tom Mills	16-20	White

### WRITING PAPER TRADE CUSTOMS

Trade customs pertaining to Writings are explained in detail on pages 306-310.

# Writing Papers

## Relative Quality-Standards of Eagle-A Writing Papers

The numerals given below are relative only. They indicate the relation between the paper qualities in each grade.

Grade	Substance Weight Basis 17 x 22	Strength				Life	Appearance			Quality Index
		Bursting	Tensile	Tear	Folds		Color and Cleanliness	Surface and Formation	Handle	
Old Chester Mills I	20	4.00	4.92	4.21	.07	24.05	11.11	10.68	7.14	66.18
	24	4.77	5.96	5.09	.08	24.05	11.11	10.68	8.56	70.30
Parsons Tinted II	20	4.00	4.92	4.21	.05	18.50	8.89	9.90	5.40	55.67
	24	4.77	5.96	5.09	.07	18.50	8.89	9.90	6.40	59.67
Wauregan Colored Flats III	20	3.08	4.77	4.21	.03	11.10	7.78	9.65	5.26	45.88
	24	3.70	5.66	5.09	.04	11.10	7.78	9.65	6.30	49.32
Mt. Non- tuck Mills IV	16	2.16	3.28	2.46	.02	5.55	6.12	8.38	3.57	31.54
	20	2.77	4.18	3.07	.03	5.55	6.12	8.38	4.46	34.56
	24	3.39	5.07	3.68	.04	5.55	6.12	8.38	5.35	37.58
	28	3.85	5.81	4.30	.05	5.55	6.12	8.38	6.25	40.31
Mt. Tom Mills V	16	2.16	3.28	2.46	.02	3.33	4.44	7.62	4.60	27.91
	20	2.77	4.18	3.07	.03	3.33	4.44	7.62	5.75	31.19
	24	3.39	5.07	3.68	.04	3.33	4.44	7.62	6.90	34.47

Writings

Books

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Bristols

Weddings  
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Mimeo-  
graphs

Announce-  
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Station-  
Cabinets

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Writing  
Table

Speci-  
Paper

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Line

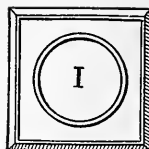
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# Old Chester Mills



The First *WRITING* Grade of the  
**EAGLE-A**  
**QUALITY-STANDARDS**

(WATERMARKED "OLD CHESTER MILLS")



**OLD CHESTER MILLS** is an extremely high-grade Writing made in wove and laid with two finishes—Antique and Satin. It has the clearest white color of any Eagle-A Line and takes pen writing very easily. It is made in both laid and wove materials consisting, in large part, of new white rags. **OLD CHESTER MILLS** is a permanent paper and will last more than the span of a human life, but it has not the resistance to withstand the severe handling and folding of a bond of the same grade. **OLD CHESTER MILLS** is made in white only.

**OLD CHESTER MILLS** is the first Writing Grade as indicated by the Writing Chart of Relative Quality-Standards on page 155.

**GENERAL USES**—**OLD CHESTER MILLS** is recommended for the following purposes when pen writing is to be applied to the printed piece and when a permanent paper of distinctive appearance is desired—

*Stationery*

Letterheads  
Executive Letters  
Envelopes

*Office Forms*

Checks  
Reports  
Statements  
Contracts

*Advertising*

Booklets  
Announcements

**IMPRESS**—*Suitable for* Letterpress (type and line cuts)

“ “ Litho Press  
“ “ Offset Press  
“ “ Steel or Copper Plate

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

THE right side of the sheet for impressing (or felt side) faces the reader when the watermark reads correctly from left to right.

**SIZES, WEIGHTS and COLOR**—**ANTIQUÉ AND SATIN.** Basis 17 x 22—500 sheets to ream. Trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

WHITE ONLY

Wove and Laid

Antique and Satin Finishes

17 x (22)—20—24

(22) x 34—40—48

Flat in cases, markers between reams. Packed 500 to 600 pounds to case.

**Prices**—Prices of **OLD CHESTER MILLS** can be found in Price List attached to this book, between the last page and cover.

**Where Stocked**—**OLD CHESTER MILLS** is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

**Samples**—Actual samples of **OLD CHESTER MILLS** can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.



## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes, special substance weights, special finishes and special colors of 3,300 pounds in which the sheet size, substance weight, finish and color differ from standard specifications, as given above, can be taken only for a definite delivery in quantities of not less than 3,300 pounds. *BUT if OLD CHESTER MILLS (white, only) is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—*

Non-standard sheet sizes can be cut in any length or width described below in minimum quantities of 550 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 1,100 pounds.

Non-standard finishes can be furnished under the same conditions in minimum quantities of 550 pounds.

Under no condition can non-standard colors be made in quantities less than 3,300 pounds.

### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

OLD CHESTER MILLS can be made only in widths (dimension across the grain) a multiple of which equals 44" to 63"; but the minimum must be 16" and the maximum 28". Sheets can be cut from these roll widths in lengths (dimension parallel to the grain) from 16" to 42". Thus the maximum sheet size possible to make in OLD CHESTER MILLS is 28" x 42" with the grain parallel to the 42" dimension.

### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight in which OLD CHESTER MILLS can be made is 16 pounds, the maximum 28 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## OLD CHESTER MILLS ENVELOPES

OLD CHESTER MILLS ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. United States Envelope Company, authorized manufacturers.

When ordering envelopes specify OLD CHESTER MILLS, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

OLD CHESTER MILLS in cut sheets with envelopes to match in size and color in cabinets cataloged on page 259, and packed also in boxes, page 248.

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and Papers

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Station-  
Cabinets

Typewriter  
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Writing  
Table

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Paper

Eagle-A  
Line

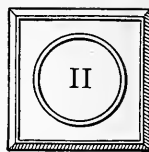
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# Parsons Tinted Writings



The Second *WRITING* Grade of  
EAGLE-A  
QUALITY-STANDARDS  
(WATERMARKED "PARSONS TINTED WRITINGS")



**P**ARSONS TINTED WRITINGS are made in a wide range of colors with an excellent surface for pen writing. They are laid calendered papers, contain a good proportion of new soft rags, and are semi-permanent papers that will serve for uses requiring a paper to outlast any legal period.

PARSONS TINTED WRITINGS are the second Writing Grade as indicated by the Writing Chart of Relative Quality-Standards on page 155.

GENERAL USES—PARSONS TINTED WRITINGS are recommended for the following uses where a pen-writing surface and a wide range of colors and semi-permanent life are the requirements—

## Stationery

Letterheads

## Office Forms

Price Lists  
Acknowledgment of Order  
Billheads  
Invoices  
Credit Memos

## Advertising

Booklets  
Brochures  
Announcements

IMPRESS—*Suitable for* Letterpress (type and line cuts)

“ “ Litho Press  
“ “ Offset Press  
“ “ Die Stamping Press  
“ “ Copper Plate Press  
“ “ Ruling

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

THE right side of the sheet for impressing (or felt side) faces the reader when the watermark reads correctly from left to right.

SIZES, WEIGHTS and COLORS—*Basis* 17 x 22—500 sheets to ream. Trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

LAI D ONLY

Azurine	Blue	Dark Blue	Dark Green	Cherry	Fawn
	Amber	Pink	Melon	Canary	
(17) x 22—20	—24			22 x (34)—40—48	
(17) x 28—30½				28 x (34)—61	
(19) x 24—24½				24 x (38)—49	

Sealed in reams, packed 500 to 600 pounds to case.

Prices—Prices of PARSONS TINTED WRITINGS can be found in Price List attached to this book, between the last page and cover.

Where Stocked—PARSONS TINTED WRITINGS are carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of PARSONS TINTED WRITINGS can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes, special substance weights, special finishes and special colors of PARSONS TINTED WRITINGS in which the sheet size, substance weight, finish and color differ from standard specifications, as given above, can be taken only for a definite delivery in quantities of not less than 4,950 pounds. *BUT* if PARSONS TINTED WRITINGS in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any length or width described below in minimum quantities of 1,100 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 1,100 pounds.

Non-standard finishes can be furnished under the same conditions in minimum quantities of 550 pounds.

Under no condition can non-standard colors be made in quantities less than 4,950 pounds.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

PARSONS TINTED WRITINGS can be made only in widths (dimension across the grain) a multiple of which equals 56" to 72"; but the minimum must be 16" and the maximum 28". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 42". Thus the maximum sheet size possible to make in PARSONS TINTED WRITINGS is 28" x 42" with the grain parallel to the 42" dimension.

## NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight in which PARSONS TINTED WRITINGS can be made is 16 pounds, the maximum 28 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## PARSONS TINTED WRITINGS ENVELOPES

PARSONS TINTED WRITINGS ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. United States Envelope Company, authorized manufacturers.

When ordering envelopes specify PARSONS TINTED WRITINGS, weight, color finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

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and Paps.

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graphs

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Station  
Cabinets

Typewriter  
Papers

Writin  
Table

Speci  
Paper

Eagle-A  
Line

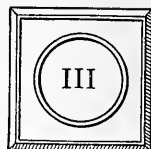
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Inc

# Wauregan Colored Flats



The Third WRITING Grade of  
EAGLE-A  
QUALITY-STANDARDS  
(UNWATERMARKED)



**WAUREGAN COLORED FLATS** are made with a smooth surface suitable for pen writing in both laid and wove. The laid is made in ten colors, the wove in five colors. **WAUREGAN COLORED FLATS** have an exceptional appearance, although the price is very moderate. They are rag-content, semi-permanent papers.

**WAUREGAN COLORED FLATS** are the third grade of Eagle-A Writings as indicated by the Writing Chart of Quality-Standards on page 155.

**GENERAL USES**—**WAUREGAN COLORED FLATS** are suggested for the following uses when the requirements call for a pen-writing surface, a wide range of colors, a semi-permanent life and moderate price—

#### Stationery

Envelopes  
Letterheads

#### Office Forms

Billheads  
Invoices  
Memo Slips  
Receipts  
Reports  
Time Slips  
Checks

#### Advertising

Announcements  
Booklets  
Brochures  
Envelope Stuffers  
House Organs

**IMPRESS**—*Suitable for* Letterpress (type and line cuts)  
“ “ Offset Press  
“ “ Pen Ruling

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

**SIZES, WEIGHTS and COLORS**—*Basis 17 x 22—500 sheets to ream.* Trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

(Both dimensions in parentheses indicate grain may run either way.)

WOVE						
Blue	Opaline	Shell Rose	Marguerite	Canary		
17 x (22)—24			(22) x 34—48			
17 x (28)—30½			(28) x 34—61			
(19) x 24—29½			24 x (38)—59			
(19) x (28)—34			(28) x (38)—68			
LAID						
Blue	Opaline	Shell Rose	Marguerite	Canary	Cherry	Fawn
		Green	Lilac	Melon		
17 x (22)—24				(22) x 34—48		
17 x (28)—30½				(28) x 34—61		
(19) x 24—29½				24 x (38)—59		

Flat in cases, markers between reams. Packed 500 to 600 pounds to case.

**Prices**—Prices of **WAUREGAN COLORED FLATS** can be found in Price List attached to this book, between the last page and cover.

*Where Stocked*—WAUREGAN COLORED FLATS are carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of WAUREGAN COLORED FLATS can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes, special substance weights, special finishes and special colors of WAUREGAN COLORED FLATS in which the sheet size, substance weight, finish or color differs from standard specifications, as given above, can be taken only for a definite delivery in quantities of not less than 10,000 pounds. *BUT* if WAUREGAN COLORED FLATS in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 1,650 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 3,300 pounds.

Under no condition can non-standard colors be made in quantities less than 10,000 pounds.

### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

WAUREGAN COLORED FLATS can be made only in widths (dimension across the grain) a multiple of which equals 64" to 72"; but the minimum must be 16" and the maximum 36". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 52". Thus the maximum sheet size possible to make in WAUREGAN COLORED FLATS is 36" x 52" with the grain parallel to the 52" dimension.

Sheets 24" and 34" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because these are the widths of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight in which WAUREGAN COLORED FLATS can be made is 16 pounds, the maximum 28 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## WAUREGAN COLORED FLATS ENVELOPES

WAUREGAN COLORED FLATS ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. United States Envelope Company, authorized manufacturers.

When ordering envelopes specify WAUREGAN COLORED FLATS, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

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Weddings  
and Papers

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graphs

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Typewrite  
Papers

Writ-  
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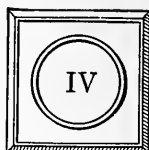
Speci-  
al Paper

Eagle-A  
Line

# Mt. Nonotuck Mills



The Fourth WRITING Grade of  
EAGLE-A  
QUALITY-STANDARDS  
(WATERMARKED "MT. NONOTUCK MILLS")



MT. NONOTUCK MILLS has the smooth surface characteristic of all writings that is so well adapted to pen writing. It is made in white only. MT. NONOTUCK MILLS should be used only as a temporary paper although it contains a small proportion of rag.

MT. NONOTUCK MILLS is the fourth Writing Grade of the Eagle-A Line as indicated by the Writing Chart of Relative Quality-Standards on page 155.

GENERAL USES—MT. NONOTUCK MILLS is recommended for the following uses when a pen-writing surface is desired and only a temporary life factor is necessary—

## Stationery

Blank Books  
Fillers for Loose Leaf Books  
School Papers

## Office Forms

Memo Books  
Memo Slips  
Statements

IMPRESS—*Suitable for* Letterpress (type and line cuts)

“ “ Offset Press  
“ “ Pen Ruling

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

THE right side of the sheet for impressing (or felt side) faces the reader when the watermark reads correctly from left to right.

SIZES, WEIGHTS and COLORS—*Basis* 17 x 22—500 sheets to ream. Trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

## WHITE ONLY

17 x (22)—16 —20 —24 —28	(22) x 34 —32—40—48—56
17 x (28)—20½—25½—30½—35½	(28) x 34 —41—51—61—71
(19) x 24 —19½—24½—29½—34	24 x (38)—39—49—59—68

Sealed in reams, packed 500 to 600 pounds to case.

Prices—Prices of MT. NONOTUCK MILLS can be found in Price List attached to this book, between the last page and cover.

Where Stocked—MT. NONOTUCK MILLS is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of MT. NONOTUCK MILLS can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERS for special sheet sizes, special substance weights, special finishes and special colors of MT. NONOTUCK MILLS in which the sheet size, substance weight, finish or color differs from standard specifications, as given above, can be taken only for a definite delivery in quantities of not less than 8,800 pounds. *BUT* if MT. NONOTUCK MILLS (white, only) is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 1,650 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 3,300 pounds.

Non-standard finishes can be furnished under the same conditions in quantities of 1,650 pounds.

Under no conditions can non-standard colors be made in quantities less than 8,800 pounds.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

MT. NONOTUCK MILLS can be made only in widths (dimension across the grain) a multiple of which equals 64" to 75"; but the minimum must be 16" and the maximum 37½". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 52". Thus the maximum sheet size possible to make in MT. NONOTUCK MILLS is 37½" x 52" with the grain parallel to the 52" dimension.

Sheets 24" and 34" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because these are the widths of the rolls from which the standard size sheets are cut and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

## NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight in which MT. NONOTUCK MILLS can be made is 16 pounds, the maximum 28 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## MT. NONOTUCK MILLS ENVELOPES

MT. NONOTUCK MILLS ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. United States Envelope Company, authorized manufacturers.

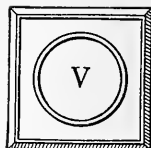
This paper is not suitable for envelopes which have to withstand ordinary usage in the mails. ACCEPTANCE BOND ENVELOPES or those of any other Eagle-A Bond should be used.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

# Mt. Tom Mills



The Fifth WRITING Grade of  
EAGLE-A  
QUALITY-STANDARDS  
(UNWATERMARKED)



**M**T. TOM MILLS is a writing of a temporary nature possessed of the smooth surface characteristic of this class of papers. It is made of chemical wood pulp and therefore long endurance cannot be expected from it.

Mt. Tom Mills is the fifth Writing Grade as indicated by the Writing Chart of Relative Quality-Standards on page 155.

**GENERAL USES**—Mt. Tom Mills is suggested for the following uses when a pen-writing surface is required and when the piece will have to last only a temporary period of time and meet with little or no handling or folding.

#### *Stationery*

School Papers, Ruled and Plain  
Fillers for Loose Leaf Books  
Tablets

#### *Office Forms*

Memo Books  
Memo Slips

**IMPRESS**—*Suitable for* Letterpress (type and line cuts)

“ “ Offset Press  
“ “ Ruling  
“ “ Pen or pencil

**THE** various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

**SIZES, WEIGHTS and COLORS**—*Basis* 17 x 22—500 sheets to ream. Trimmed four sides, stocked as follows:

#### WHITE ONLY

Stocked only in 34½" and 38½" rolls, Sub. Nos. 16, 20, 24.

Can be furnished in sheets of any size that will cut from these rolls without waste. Trimmed four sides, packed flat in cases, markers between reams, 500 to 600 pounds to case.

**Prices**—Prices of Mt. Tom Mills can be found in Price List attached to this book, between the last page and cover.

**Where Stocked**—Mt. Tom Mills is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

**Samples**—Actual samples of Mt. Tom Mills can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.



## NON-STANDARD SPECIFICATIONS

**O**RDERS for special sheet sizes, special substance weights, special finishes and special colors of Mt. TOM MILLS in which the sheet size, substance weight, finish or color differs from standard specifications, as given above, can be taken only for a definite delivery in quantities of not less than 10,000 pounds. *BUT* if Mt. TOM MILLS (white, only) is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any length or width described below in minimum quantities of 1,650 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 3,300 pounds.

Non-standard finishes can be furnished under the same conditions in minimum quantities of 1,650 pounds.

Under no condition can non-standard colors be made in quantities less than 10,000 pounds.

### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

Mt. TOM MILLS can be made only in widths (dimension across the grain) a multiple of which equals 64" to 78"; but the minimum must be 16" and the maximum 39". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 52". Thus the maximum sheet size possible to make in Mt. TOM MILLS is 39" x 52" with the grain parallel to the 52" dimension.

Sheets 34" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because these are the width of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight in which Mt. TOM MILLS can be made is 16 pounds, the maximum 28 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

### MT. TOM MILLS ENVELOPES

Mt. TOM MILLS ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. United States Envelope Company, authorized manufacturers.

This paper is not suitable for envelopes that have to withstand ordinary usage in the mails. ACCEPTANCE BOND ENVELOPES, or those of any other Eagle-A bond should be used.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

Books

Offsets

Covers

Bristols

Wedding  
and Paper

Mimeo-  
graphs

Annou-  
ment

Statio-  
Cabin

Typewr-  
Papers

Wr-  
Tab

Sp-  
Pap

Eagle  
Line

# *Book Papers*

## OF EAGLE-A QUALITY-STANDARDS

THE development of book papers has kept pace with improvements in the printer's art. As new methods have come into use and new processes have been invented there has been a call for special papers adapted to these developments. This tendency has naturally multiplied the number of book papers required to bring out to the best advantage the effect sought from the method of printing employed.

The most important characteristic of a book paper is suitability for the sort of impress for which it is designed. The requirements of different processes are so dissimilar that it is impossible to get any one book paper suited for all kinds of work. Nor is it fair to grade papers according to the nature of the printing requirements for which they are suited. To a larger extent their adaptability for various forms of impress is determined by the finish applied to them after they are made.

A first grade book paper, in addition to possessing proper qualities of impress and freedom from dust and fuzz, must possess considerable strength so that it can be used for folders or announcements where it does not have the protection of a cover. It should be possible to make envelopes from a first grade book. The materials used in a book paper of this class are high grade and will give to the paper a quality distinction not to be obtained where inferior materials are used.

A first grade book paper must withstand exposure to light and air indefinitely so that books printed on it shall last without deterioration for many years.

The Eagle-A Line of Quality-Standard Book Papers has been established according to this line of reasoning. The qualities required in papers of this class have been studied in the light of the factors of appearance, treatment and life, and analyzed to determine the degree in which they possess these characteristics, and graded according to the results.

Two specially distinguished grades of these papers, DECKLE D'AGLE and AMERICAN VELLUM, are classified as De Luxe grades. Six other grades are included in the book series, the sixth grade of which comprises three papers of practically equal quality but distinguished from one another by their finishes. These are AMERICAN EGGSHELL, AMERICAN SUPER CALENDERED BOOK, and AMERICAN ENGLISH FINISH BOOK.

On pages 168 and 169 will be found a chart showing the relative qualities among the eight Book grades.

In the following pages devoted to detailed descriptions of the individual papers of the line, each paper is described in two ways: first, in general terms of its appearance character and with particular reference to the types of impress to which it is best suited; secondly, according to its relative grade position in the chart of Quality-Standards in Book papers.

The following grades of the Eagle-A line cover substantially all requirements:

GRADE		NAME	COLOR
Permanent	I De Luxe	Deckle d'Aigle	Laid Natural White
Temporary	II De Luxe	American Vellum	White and two colors
Semi-Perm.	I	Berkshire Text	White and two colors
	II	Albion Text	White and one color
	III	American Bulking Book	White
Temporary	IV	Railroad Folder	White and eight colors
	V	Arrivé Halftone	White and one color
	VI	{ Amer. Super Calendered	White
		{ American English Finish	White
		{ American Eggshell	White and one color

#### BOOK PAPER TRADE CUSTOMS

Trade customs pertaining to book papers are explained in detail on pages 311-314.

# Book Papers

## Relative Quality-Standards of Eagle-A Book Papers

The numerals given below are relative only. They indicate the relation between the paper qualities in each grade

Grade	Substance Weight Basis 25 x 38	Strength				Life	Appearance					Distinctive Character	Quality Index
		Bursting	Tensile	Tear	Folds		Mellowness	Opacity	Bulk	Finish	Color		
Deckle d'Aigle (De Luxe)	80	4.98	5.96	6.75	.33	37.00	1.11	6.26	3.93	2.17	6.67	250.00	325.11
	100	6.16	7.45	8.41	.33	37.00	1.11	6.33	4.92	2.17	6.67	250.00	330.55
American Vellum (De Luxe)	60	4.16	4.02	6.58	.33	3.33	1.11	5.93	3.28	2.17	3.87	35.00	69.78
	80	5.55	5.36	8.77	.33	3.33	1.11	6.26	4.37	2.17	3.87	35.00	76.12
	100	6.94	6.71	10.97	.33	3.33	1.11	6.33	5.46	2.17	3.87	35.00	82.22
Berkshire Text I	60	2.31	2.98	3.95	.03	12.93	6.66	5.93	3.70	1.80	4.33	10.00	54.62
	80	3.08	4.02	5.26	.03	12.93	6.66	6.26	4.92	1.80	4.33	10.00	59.29
Albion Text II	60	2.01	2.83	4.21	.04	7.40	6.66	5.93	3.93	1.80	3.67	10.00	48.48
	80	2.62	3.88	5.74	.04	7.40	6.66	6.26	5.25	1.80	3.67	10.00	53.32
American Bulking III	50	2.31	3.73	3.95	.04	16.65	1.11	5.72	4.18	1.53	3.67	.....	42.89
	60	2.78	4.47	4.74	.04	16.65	1.11	5.93	4.98	1.53	3.67	.....	45.90
	70	3.24	5.22	5.52	.04	16.65	1.11	6.06	5.82	1.53	3.67	.....	48.86
	80	3.70	5.96	6.31	.04	16.65	1.11	6.26	6.67	1.53	3.67	.....	51.90

Railroad Folder IV	50 60	2.31 2.78	2.68 3.28	2.46 2.98	.03 .03	3.33 3.33	6.66 6.66	6.00 6.13	1.97 2.36	5.94 5.94	4.00 4.00	For { 5.00 Color { 5.00	40.38 42.49
Arrivé Half-tone V	50 60 70 80	1.85 2.16 2.47 2.78	2.68 3.28 3.73 4.32	2.19 2.63 3.07 3.51	.03 .03 .03 .03	3.33 3.33 3.33 3.33	6.66 6.66 6.66 6.66	5.72 5.93 6.06 6.26	1.87 2.25 2.62 2.99	10.00 10.00 10.00 10.00	4.00 4.00 4.00 4.00	..... ..... ..... .....	38.33 40.27 41.97 43.51
American Eggshell VI	50 60 70 80	2.78 3.39 3.85 4.47	4.47 5.36 6.26 7.15	4.12 4.91 5.74 6.58	.07 .07 .07 .07	3.33 3.33 3.33 3.33	1.11 1.11 1.11 1.11	5.72 5.93 6.06 6.26	3.71 4.45 5.21 5.96	2.03 2.03 2.03 2.03	3.33 3.33 3.33 3.33	..... ..... ..... .....	30.67 33.91 36.99 40.29
American Super VI	40 50 60 70 80	1.85 2.31 2.78 3.24 3.70	2.98 3.73 4.47 5.22 5.96	2.28 2.89 3.42 4.03 4.56	.04 .04 .04 .04 .04	3.33 3.33 3.33 3.33 3.33	1.11 1.11 1.11 1.11 1.11	5.46 5.66 5.86 6.00 6.13	1.64 1.97 2.36 2.76 3.15	10.00 10.00 10.00 10.00 10.00	4.00 4.00 4.00 4.00 4.00	..... ..... ..... ..... .....	32.69 35.04 37.37 39.73 41.98
American English Finish VI	40 50 60 70 80	1.70 2.16 2.61 2.93 3.39	1.94 2.38 2.83 3.43 3.88	2.10 2.63 3.16 3.68 4.21	.02 .02 .02 .02 .02	3.33 3.33 3.33 3.33 3.33	6.66 6.66 6.66 6.66 6.66	5.60 5.72 5.93 6.06 6.26	1.89 2.36 2.84 3.30 3.78	2.95 2.95 2.95 2.95 2.95	3.00 3.00 3.00 3.00 3.00	..... ..... ..... ..... .....	29.19 31.21 33.33 35.36 37.48

Offsets

Covers

Bristol

Wedding  
and Pa

Mime  
graph

Annou  
ment

Static  
Cabin

Typewr  
Papers

W  
Ta

Sp  
Pa

Eagle  
Line

# Deckle d' Aigle

FOUR DECKLE EDGE (MOULD-MADE)

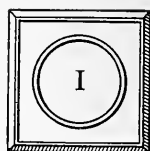


*The First DeLuxe BOOK Grade of*

**EAGLE-A**

**QUALITY - STANDARDS**

(WATERMARKED "DECKLE D'AIGLE" AND SHIELD)



**D**ECKLE D'AIGLE provides for modern use a paper of the richly beautiful appearance and sterling, old-time quality characteristic of the fine papers hand-fashioned by master craftsmen in the fifteenth century. Like them, it has a natural deckle on all four sides. Made from the highest quality of new, white rags, loft-dried, it possesses an elegance of finish and texture which make it a fitting background for the highest achievement in craftsmanship. Its quality of endurance safeguards the value of priceless works.

DECKLE D'AIGLE is the first DeLuxe Book grade, as indicated by the chart of Relative Quality-Standards on page 168.

GENERAL USES—DECKLE D'AIGLE expresses the highest achievement in fine paper-making, yet its cost is comparatively moderate. It can be recommended in any of the following cases where distinction and richness are desired—

*Advertising*

Announcements  
Booklets  
Calendars  
Catalogs

*Stationery*

High-grade Letterheads  
and Envelopes

*Books and Periodicals*

Editions de luxe

IMPRESS—*Suitable for* Letterpress (type and line cuts; coarse stipple and coarse screen Ben Day)

“ “ Die Stamping Press  
“ “ Embossing

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

FINE screen half-tones can be applied after hot pressing.

THROUGH the process employed in producing DECKLE D'AIGLE, the surfaces on both sides of the sheet are alike. Unlike machine-made papers the “felt” and “wire” sides need not be considered. As a matter of form only, sheets should be printed with the watermark reading correctly from left to right.

SIZES, WEIGHTS and COLORS—*Basis 500 sheets to ream.* Flat sheets, stocked as follows:

DECKLE D'AIGLE being mould-made, there is almost an entire absence of “grain” so that it folds equally well in either direction.

LAIID, NATURAL WHITE ONLY

Light Weight

12½ x 19—20

19 x 25—40

Heavy Weight

12½ x 19—25

19 x 25—50

Packed: Sealed in half reams.

*Prices*—Prices of DECKLE D'AIGLE Book Paper can be found in Price List attached to this book between the last page and cover.

*Where Stocked*—DECKLE D'AIGLE is carried in stock by all Eagle-A Service Houses, the list of which is given on the first inside page of Price List.

*Samples*—Actual samples of DECKLE D'AIGLE book will be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from Eagle-A Service Houses.

DECKLE D'AIGLE Cover Paper in white, gray and green, and in sizes to fit the DECKLE D'AIGLE book sizes is described on pages 202-203; it is carried in stock by all Eagle-A Service Houses.

DECKLE D'AIGLE in small sheets and cards with envelopes to match in size and color can be found in the Announcement Line, page 246, and in boxed stationery, page 254. These are carried in stock by all Service Houses.

## NON-STANDARD SPECIFICATIONS

DECKLE D'AIGLE Book can be made in any size from 11" x 17" to 20" x 30".

Order for colors, and special whites, will be accepted in lots of not less than 1,650 pounds of an item, where the size specified is either of the two standard sizes listed.

Orders for sizes in either white or colors, other than the two standard sizes listed, will be accepted in lots of not less than 2,000 pounds of an item. Where other than standard sizes are specified, the manufacture of such special sizes necessitates the making of a complete new mould.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## DECKLE D'AIGLE ENVELOPES

DECKLE D'AIGLE ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. United States Envelope Company, authorized manufacturer.

When ordering envelopes specify DECKLE D'AIGLE, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

# American Vellum

(DECKLED EDGE)

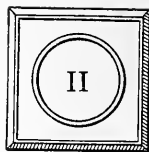


The Second De Luxe BOOK Grade of

EAGLE-A

QUALITY-STANDARDS

(UNWATERMARKED)



AMERICAN VELLUM is so named because its appearance recalls the rich, mottled look of old vellum paper. It is made with both antique and plate finishes, in white, gray and India, and with deckle edges running the long way of the sheet. The plate finish will take 120-line screen half-tones with exceptional results.

AMERICAN VELLUM is the second DeLuxe Book Grade as indicated by the Book Chart of Relative Quality-Standards on page 168.

GENERAL USES—AMERICAN VELLUM is recommended for the uses listed below when it is desired to render unmistakable the look and feel of quality—

<i>Advertising</i>		<i>Books and Periodicals</i>	<i>Labels and Wrappers</i>
Announcements	Broadsides	Books	Package Labels
Booklets	Envelope Enclosures	De Luxe Editions	Catalog Containers
House Organs	Mailing Folders	Magazines	
Catalog Covers	Illustrated Letters		
Catalog Pages	Calendars		
Circulars	Envelopes		
	Brochures		

IMPRESS—*Suitable for* Letterpress (type, line cuts, 120 and 133 screen half-tones)

- “ “ Rotogravure Press
- “ “ Die Stamping Press (Light dies)
- “ “ Copper Plate Press
- “ “ Lithograph or Offset Press in one color only.

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

SIZES, WEIGHTS and COLORS—GLAZED AND UNGLAZED. *Basis 25 x 38—500 sheets to ream.* Flat sheets, untrimmed, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

WHITE, INDIA, GRAY (Deckle Edge)

Plate and Antique Finishes

*Basis—25 x 38 Sheet Size*

Plate Finish 25 x (38)—60—80—100

Antique Finish 25 x (38)—60—80—100

60 pounds scaled in reams, 80 and 100 pounds put up in half reams.

Packed 500 to 600 pounds to case.



**Prices**—Prices of AMERICAN VELLUM can be found in Price List attached to this book between the last page and cover.

**Where Stocked**—AMERICAN VELLUM is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

**Samples**—Actual samples of AMERICAN VELLUM can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples of dummies, can be obtained from all Eagle-A Service Houses.

AMERICAN VELLUM in cut sheets with envelopes to match in size and color can be found in the Announcement Line, page 248, carried in stock by all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**ORDERS** for special sheet sizes, special substance weights, special finishes and special colors of AMERICAN VELLUM, as given above, can be taken only for a definite delivery in quantities of not less than 12,000 pounds. *BUT* if AMERICAN VELLUM in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any length or width described below in minimum quantities of 2,200 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 4,400 pounds.

Non-standard finishes in this grade are not made.

Under no condition can non-standard colors be made in quantities less than 12,000 pounds.

### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

AMERICAN VELLUM can be made only in widths (dimension across the grain) a multiple of which equals 75" to 84"; but the minimum must be 25" and the maximum 42". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 64½". Thus the maximum sheet size possible to make in AMERICAN VELLUM is 42" x 64½" with the grain parallel to the 64½" dimension. However, the unglazed finish cannot be furnished in larger sizes than 26" x 40". Sheets 25" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths because this is the width of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight that AMERICAN VELLUM can be made in is 50 pounds, the maximum 120 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## AMERICAN VELLUM ENVELOPES

AMERICAN VELLUM ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. United States Envelope Company, authorized manufacturers.

When ordering envelopes specify AMERICAN VELLUM, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

Offsets

Covers

Bristols

Wedding  
and Pa

Mimeograph

Announcement

Stationery  
Cabinet

Typewriter  
Papers

Writing  
Tablets

Special  
Paper

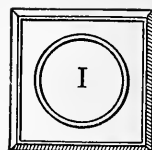
Eagle-A  
Line

# Berkshire Text

(DECKLED EDGE)



The First BOOK Grade of  
**EAGLE-A**  
**QUALITY - STANDARDS**  
(WATERMARKED "BERKSHIRE TEXT")



**B**ERKSHIRE TEXT is a book paper of excellent grade distinguished by the soft richness of its antique finish. It has a high rag content and will not deteriorate with age—is made in both wove and laid; in three very desirable colors, white, India and French gray, and has a deckle edge the long way of the sheet.

BERKSHIRE TEXT is the first Book Grade as indicated by the Book Chart of Relative Quality-Standards on page 168.

GENERAL USES—BERKSHIRE TEXT is recommended for the following purposes, and particularly in booklets and other advertising pieces to the type matter or line cuts of which it is desired to give an air of scholarly taste and dignity.

	<i>Advertising</i>	<i>Books and Periodicals</i>	<i>Labels</i>
House Organs	Announcements	Magazines	Package
Booklets	Broadsides	Children's Books	Labels
Brochures	Envelope Stuffers	Editions de Luxe	
Circulars	Calendars		
Mailing Folders	Menus		

IMPRESS—*Suitable for* Letterpress (type, line cuts, 120 and 133 screen half-tones)  
“ “ Rotogravure Press  
“ “ Die Stamping Press (Light Dies)  
“ “ Copper Plate Press  
“ “ Lithograph or Offset Press in one color only.

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

SIZES, WEIGHTS and COLORS—ANTIQUE FINISH. *Basis 25 x 38—500 sheets to ream.* Flat sheets, untrimmed, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

WOVE AND LAID

25 x (38)—60—80

COLORS

WHITE, INDIA AND FRENCH GRAY

60 pounds sealed in reams, 80 pounds in half reams

Packed 500 to 600 pounds to case.

Prices—Prices of BERKSHIRE TEXT can be found in Price List attached to this book, between the last page and cover.

Where Stocked—BERKSHIRE TEXT is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of BERKSHIRE TEXT can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples of dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes, special substance weights, special finishes and special colors of BERKSHIRE TEXT can be taken only for a definite delivery in quantities of not less than 10,000 pounds. *BUT* if BERKSHIRE TEXT in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any length or width described below in minimum quantities of 2,200 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 4,400 pounds.

Non-standard finishes in this grade are not made.

Under no condition can non-standard colors be made in quantities less than 10,000 pounds.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

BERKSHIRE TEXT can be made only in widths (dimension across the grain) a multiple of which equals 75" to 84"; but the minimum must be 25" and the maximum 42". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 26" to 64½". Thus the maximum sheet size possible to make in BERKSHIRE TEXT is 42" x 64½" with the grain parallel to the 64½" dimension.

Sheets 25" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because this is the width of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

## NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight that BERKSHIRE TEXT can be made in is 50 pounds, the maximum 120 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## BERKSHIRE TEXT ENVELOPES

BERKSHIRE TEXT ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. United States Envelope Company, authorized manufacturers.

When ordering envelopes specify BERKSHIRE TEXT, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

Offsets

Covers

Bristol

Wedding  
and Pa

Mime  
graph

Annou  
ment

Station  
Cabin

Typew  
Papers

W  
Ta

Sp  
Pa

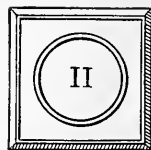
Eagle  
Line

# Albion Text

(DECKLED EDGE)



The Second BOOK Grade of  
**EAGLE-A**  
**QUALITY-STANDARDS**  
(WATERMARKED "ALBION TEXT")



**ALBION TEXT** has the distinction of a rich antique finish with deckle edges the long way of the sheet, and is made in white and India. A substantial rag content makes this a paper that will last a long time without deteriorating.

**ALBION TEXT** is the second Book Grade as indicated by the Book Chart of Relative Quality-Standards on page 168.

**GENERAL USES**—**ALBION TEXT** is recommended for the following uses when a distinctive quality is desired. It can be printed on from type and line cuts only—

<i>Advertising</i>		<i>Books and Periodicals</i>	<i>Labels and Wrappers</i>
House Organs	Announcements	Magazines	Catalog Containers
Booklets	Broadsides	Children's Books	
Brochures	Envelope Stuffers	Editions de Luxe	
Circulars	Calendars		
Mailing Folders	Menus		

**IMPRESS**—*Suitable for* Letterpress (type, and line cuts)

"	"	Rotogravure Press
"	"	Die Stamping Press
"	"	Copper Plate Press
"	"	Lithograph or Offset Press in one color only

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

THE right side of the sheet for impressing (or felt side) faces the reader when the watermark reads correctly from left to right.

**SIZES, WEIGHTS and COLORS**—**ANTIQUÉ FINISH.** *Basis 25 x 38—500 sheets to ream.* Flat sheets, untrimmed, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

WHITE AND INDIA

Wove and Laid

25 x (38)—60—80

60 pounds put up in reams, 80 pounds in half reams

Packed 500 to 600 pounds to case.

**Prices**—Prices of **ALBION TEXT** can be found in Price List attached to this book between the last page and cover.

**Where Stocked**—**ALBION TEXT** is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of ALBION TEXT can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples of dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes, special substance weights, special finishes and special colors of ALBION TEXT can be taken only for a definite delivery in quantities of not less than 10,000 pounds. *BUT if* ALBION TEXT in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any length or width described below in minimum quantities of 1,650 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 3,300 pounds.

Non-standard finishes in this grade are not made.

Under no condition can non-standard colors be made in quantities less than 10,000 pounds.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

ALBION TEXT can be made only in widths (dimension across the grain) a multiple of which equals 72" to 76"; but the minimum must be 24" and the maximum 38". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 28" to 64". Thus the maximum sheet size possible to make in ALBION TEXT is 38" x 64" with the grain parallel to the 64" dimension.

Sheets 25" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because this is the width of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

## NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight that ALBION TEXT can be made in is 50 pounds, the maximum 100 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## ALBION TEXT ENVELOPES

ALBION TEXT ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. United States Envelope Company, authorized manufacturers.

When ordering envelopes specify ALBION TEXT, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

Offsets

Covers

Bristol

Wedding  
and Pa

Mime  
graph

Annou  
mem

Statist  
Cabi

Typew  
Paper

V  
T

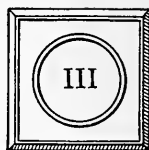
S  
P

Eag  
Lin

# American Bulking Book



The Third BOOK Grade of  
EAGLE-A  
QUALITY-STANDARDS  
(UNWATERMARKED)



**A**ERICAN BULKING BOOK has been primarily developed to fill the demand for a paper with exceptional thickness or bulk for its weight. This paper gives an impression of substance and value out of all proportion to its cost. The extra bulking, moreover, distinctly enhances the appearance of a printed sheet. AMERICAN BULKING BOOK has a high rag content and will not deteriorate with age. It is especially adapted for books and advertising pieces that do not carry fine line cuts and half-tones.

AMERICAN BULKING BOOK is the third grade Book as determined by the Book Chart of Relative Quality-Standards on pages 168-169.

GENERAL USES—AMERICAN BULKING BOOK is recommended for the following uses where extreme bulk and long life are the desirable features—

	<i>Advertising</i>	<i>Books and Periodicals</i>
House Organs	Broadsides	Magazines
Booklets	Envelope Stuffers	Children's Books
Mailing Folders	Calendars	Popular Novels
Announcements	Menus	

IMPRESS—*Suitable for* Letterpress (type and line cuts)

“ “ Rotogravure Press  
“ “ Die Stamping Press  
“ “ Copper Plate Press

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

SIZES, WEIGHTS and COLORS—*Basis* 25 x 38—500 sheets to ream. Flat sheets, untrimmed, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

WHITE ONLY

*Basis*—25 x 38

25 x (38)—50—60—70—80	(30½) x 41— 66— 79— 92
(28) x 42 —62—74—86	(32) x 44— 74— 89—104
(28) x 44 —65—78—91	(38) x 50—100—120—140—160

25 x 38—50 bulk 376 pages per inch	25 x 38—70 bulk 270 pages per inch
25 x 38—60 bulk 316 pages per inch	25 x 38—80 bulk 236 pages per inch

Packed flat, untrimmed, in cases, markers between reams. 500 to 600 pounds to case.

Prices—Prices of AMERICAN BULKING BOOK can be found in Price List attached to this book between the last page and cover.

*Where Stocked*—AMERICAN BULKING BOOK is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of AMERICAN BULKING BOOK can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples of dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes and special substance weights of AMERICAN BULKING BOOK can be taken only for a definite delivery in quantities of not less than 15,000 pounds. *BUT* if AMERICAN BULKING BOOK is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any length or width described below in minimum quantities of 3,300 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 6,000 pounds.

Non-standard finishes in this grade are not made.

Under no condition can non-standard shades be made in quantities less than 15,000 pounds.

### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

AMERICAN BULKING BOOK can be made only in widths (dimension across the grain) a multiple of which equals 96" to 110"; but the minimum must be 16" and the maximum 55". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 64". Thus the maximum sheet size possible to make in AMERICAN BULKING BOOK is 55" x 64" with the grain parallel to the 64" dimension.

Sheets 25", 44" and 50" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because these are the widths of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight that AMERICAN BULKING BOOK can be made in is 50 pounds, the maximum 120 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## AMERICAN BULKING BOOK ENVELOPES

AMERICAN BULKING BOOK ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House.

When ordering envelopes specify AMERICAN BULKING BOOK, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

Offsets

Covers

Bristols

Wedding  
and Pa

Mimeo-  
graphs

Annou-  
ment

Station-  
Cabin

Typewr-  
Papers

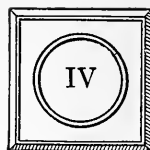
Wr  
Ta

Sp  
Pa

Eagle  
Line

# Railroad Folder

The Fourth BOOK Grade of  
EAGLE-A  
QUALITY-STANDARDS  
(UNWATERMARKED)



**R**AILROAD FOLDER is a book paper that is manufactured in white and eight attractive colors in both a wove antique and a plate finish. Fine screen half-tones may be printed on the plate finish with entire success. When a wide range of colors is needed, this paper merits attention.

RAILROAD FOLDER is the fourth Book Grade as indicated by the Book Chart of Relative Quality-Standards on pages 168-169.

GENERAL USES—RAILROAD FOLDER is recommended for the following uses, bearing in mind the above qualifications—

	<i>Advertising</i>	<i>Labels and Wrappers</i>
Booklets	Broadsides	Package Labels
Circulars	Envelope Stuffers	
Mailing Folders	Calendars	

IMPRESS—*Suitable for* Letterpress (type, line cuts, 120 and 133 screen half-tones)  
 “ “ Rotogravure Press  
 “ “ Die Stamping Press (Light Dies)  
 “ “ Copper Plate Press  
 “ “ Lithograph or Offset Press in one color only.

THE various types of impress as described above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

SIZES, WEIGHTS and COLORS—GLAZED AND UNGLAZED. *Basis* 25 x 38—500 sheets to ream. Flat sheets, untrimmed, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

(Both dimensions in parentheses indicate grain may run either way.)

## IN WHITE AND COLORS

### COLORS

Rose Apple Green Canary Granite R. E. Blue  
 Nile Green India Tint Straw

*Basis*—25 x 38

Wove Plate (25) x (38)—60 bulk 618 pages per inch

Wove Plate 28 x (44)—78

Wove Antique (25) x (38)—60 bulk 390 pages per inch.

Packed flat in cases, markers between reams. 500 to 600 pounds to case.

*Prices*—Prices on RAILROAD FOLDER can be found in Price List attached to this book between the last page and cover.

*Where Stocked*—RAILROAD FOLDER is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.



*Samples*—Actual samples of RAILROAD FOLDER can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples of dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes, special substance weights, special finishes and special colors of RAILROAD FOLDER can be taken only for a definite delivery in quantities of not less than 10,000 pounds. *BUT if* RAILROAD FOLDER in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any length or width described below in minimum quantities of 2,200 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 4,400 pounds.

Non-standard finishes in this grade are not made.

Under no condition can non-standard colors be made in quantities less than 10,000 pounds.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

RAILROAD FOLDER can be made only in widths (dimension across the grain) a multiple of which equals 75" to 86"; but the minimum must be 16" and the maximum 43". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 64½". Thus the maximum sheet size possible to make in RAILROAD FOLDER is 43" x 64½" with the grain parallel to the 64½" dimension.

Sheets 25", 28" and 38" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because these are the widths of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

## NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

**THE** minimum substance weight that RAILROAD FOLDER can be made in is 40 pounds, the maximum 120 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## RAILROAD FOLDER ENVELOPES

RAILROAD FOLDER ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. United States Envelope Company, authorized manufacturers.

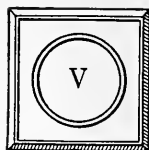
When ordering envelopes specify RAILROAD FOLDER, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

# Arrivé Halftone



The Fifth BOOK Grade of  
EAGLE-A  
QUALITY-STANDARDS  
(UNWATERMARKED)



**A**RRIVÉ HALFTONE is a high-grade book paper developed purposely for fine screen half-tone work. The nature of the paper and the fact that it is entirely free from coating give it exceptional wearing qualities and long life. Moreover, it has not the glaring reflections so objectionable in enamel paper. It is made in white and India with a high super-calendered finish.

ARRIVÉ HALFTONE is the fifth Book Grade as indicated by the Book Chart of Relative Quality-Standards on pages 168-169.

**GENERAL USES**—ARRIVÉ HALFTONE is recommended for the following purposes when a paper is desired that will print 133-line screen half-tones perfectly, having at the same time strength and durability not found in coated papers of the same substance weight.

	<i>Advertising</i>	<i>Books &amp; Periodicals</i>	<i>Labels &amp; Wrappers</i>
Booklets	Illustrated Letterheads	Magazines	Package Labels
House Organs	Catalog Covers	Text Books	Wrappers
Catalog Pages	Posters	Children's Books	
Circulars	Announcements		
Envelope Stuffers	Mailing Folders		
Broadsides	Calendars		
Envelopes	Menus		
	Brochures		

**IMPRESS**—*Suitable for* Letterpress (type, line cuts, 120 and 133 screen half-tones)  
 “ “ Rotogravure Press  
 “ “ Die Stamping Press (Light Dies)  
 “ “ Copper Plate Press  
 “ “ Lithograph or Offset Press in one color only

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

**SIZES, WEIGHTS and COLORS**—**PLATE FINISH.** *Basis* 25 x 38—500 sheets to ream. Flat sheets, untrimmed, stocked as follows:

(Stocks on hand with grain in either direction.)

WHITE AND INDIA

*Basis*—25 x 38

White High Plate Finish 25 x 38—50—60—70—80  
 India High Plate Finish 25 x 38—60—80

25 x 38—50 bulk 865 pages per inch  
 25 x 38—60 bulk 727 pages per inch  
 25 x 38—70 bulk 653 pages per inch  
 25 x 38—80 bulk 508 pages per inch

Packed flat in cases, markers between reams, 500 to 600 pounds to case.

**Prices**—Prices on ARRIVÉ HALFTONE can be found in Price List attached to this book between the last page and cover.

*Where Stocked*—ARRIVÉ HALFTONE is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List

*Samples*—Actual samples of ARRIVÉ HALFTONE can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples of dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes, special substance weights, special finishes and special colors of ARRIVÉ HALFTONE can be taken only for earliest possible delivery in quantities of 10,000 pounds or more. *BUT* if ARRIVÉ HALFTONE is being run in the required color at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any length or width described below in minimum quantities of 2,200 pounds.

Non-standard substance weights can be furnished under the same conditions in quantities as low as 4,400 pounds.

Non-standard finishes in this grade are not made.

Under no condition can non-standard colors be made in quantities less than 10,000 pounds.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

ARRIVÉ HALFTONE can be made only in widths (dimension across the grain) a multiple of which equals 76" to 86"; but the minimum must be 19" and the maximum 43". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 64½". Thus the maximum sheet size possible to make in ARRIVÉ HALFTONE is 43" x 64½" with the grain parallel to the 64½" dimension.

Sheets 25" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because this is the width of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

## NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight that ARRIVÉ HALFTONE can be made in is 50 pounds, the maximum 120 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## ARRIVÉ HALFTONE ENVELOPES

ARRIVÉ HALFTONE ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. United States Envelope Company, authorized manufacturers.

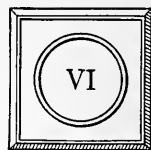
When ordering envelopes specify ARRIVÉ HALFTONE, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

# American Super Calendered Book



The Sixth BOOK Grade\* of  
EAGLE-A  
QUALITY-STANDARDS  
(UNWATERMARKED)



**A**MERICAN SUPER CALENDERED BOOK has, as its name implies, an excellent super calendered finish and will print fine screen half-tones especially well. It is distinguished for strength and uniformity. This paper is made in a creamy-white only. In many instances the character of this paper and its high finish make it a substitute for the regular enamel papers without their objectionable glaring surfaces.

AMERICAN SUPER CALENDERED is the sixth Book Grade as indicated by the Book Chart of Relative Quality-Standards on pages 168-169.

GENERAL USES—AMERICAN SUPER CALENDERED BOOK is recommended for the following uses when fine screen half-tones are to be used and where exceptional strength for this type is demanded—

<i>Advertising</i>		<i>Books and Periodicals</i>	<i>Labels</i>
House Organs	Mailing Folders	Magazines	Package
Brochures	Announcements	Children's Books	Labels
Catalog Covers	Broadsides	Text Books	
Catalog Pages	Envelope Stuffers		
Circulars	Posters		

IMPRESS—*Suitable for* Letterpress (type, line cuts, 120 and 133 screen half-tones)  
 “ “ Rotogravure Press  
 “ “ Die Stamping Press (Light Dies)  
 “ “ Copper Plate Press  
 “ “ Lithograph or Offset Press in one color only.

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

SIZES and WEIGHTS—*Basis* 25 x 38—500 sheets to ream. Flat sheets, untrimmed, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

(Both dimensions in parentheses indicate grain may run either way.)

## WHITE ONLY

*Basis*—25 x 38

25 x (38)—40—50—60—70—80	(32) x (44)—59— 74— 89—104—119
28 x (42)—50—62—74—86	(38) x 50—80—100—120—140—160
28 x (44)— —65—78	
33 x (46)— —80—96	

25 x 38—40 bulk 914 pages per inch  
 25 x 38—50 bulk 762 pages per inch  
 25 x 38—60 bulk 640 pages per inch  
 25 x 38—70 bulk 542 pages per inch  
 25 x 38—80 bulk 470 pages per inch

Packed flat in cases, markers between reams 500 to 600 pounds to case.

\*This grade is made in three finishes: English, Eggshell, and Super Calendered.

*Prices*—Prices of AMERICAN SUPER CALENDERED BOOK can be found in Price List attached to this book between the last page and cover.

*Where Stocked*—AMERICAN SUPER CALENDERED BOOK is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of AMERICAN SUPER CALENDERED Book can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples of dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes, special substance weights and special shades of AMERICAN SUPER CALENDERED BOOK can be taken only for a definite delivery in quantities of not less than 10,000 pounds. *BUT if* AMERICAN SUPER CALENDERED BOOK is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any length or width described below in minimum quantities of 3,300 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 6,000 pounds.

Non-standard finishes of this grade are not made.

Under no condition can non-standard shades be made in quantities less than 15,000 pounds.

### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

AMERICAN SUPER CALENDERED BOOK can be made only in widths (dimension across the grain) a multiple of which equals 96" to 110"; but the minimum must be 16" and the maximum 55". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 64". Thus the maximum sheet size possible to make in AMERICAN SUPER CALENDERED BOOK is 55" x 64" with the grain parallel to the 64" dimension.

Sheets 25", 28", 32", 33," 44" and 50" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because these are the widths of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight that AMERICAN SUPER CALENDERED BOOK can be made in is 40 pounds, the maximum 120 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## AMERICAN SUPER CALENDERED ENVELOPES

AMERICAN SUPER CALENDERED ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. United States Envelope Company, authorized manufacturers.

When ordering envelopes specify AMERICAN SUPER CALENDERED BOOK, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

Offsets

Covers

Bristols

Wedding  
and Pa

Mimeograph

Announcements

Stationery  
Cabinets

Typewriter  
Papers

Wrapping  
Tape

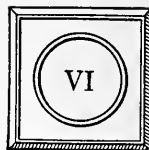
Special  
Paper

Eagle  
Line

# American English Finish Book



The Sixth BOOK Grade\* of  
EAGLE-A  
QUALITY - STANDARDS  
(UNWATERMARKED)



**A** MERICAN ENGLISH FINISH BOOK combines with the charm of its creamy, natural-white color a finish like dull satin. It is free from lint and dust, economical of ink, and takes 120-line screen half-tones perfectly.

AMERICAN ENGLISH FINISH BOOK is the sixth Book Grade as indicated by the Book Chart of Relative Quality-Standards on page 169.

**GENERAL USES**—AMERICAN ENGLISH FINISH BOOK is unsurpassed for printing 120-line screen half-tones when a dull finish paper is desired, and is especially recommended for school and text-books, and for the other uses following—

<i>Advertising</i>		<i>Books and Periodicals</i>	<i>Labels</i>
Booklets	Mailing Foldes	Popular Novels	Package
Brochures	Circulars	Children's Books	Labels
Catalog Insides	House Organs	Text-books	
Broadslides	Calendars	Newspapers	
Announcements	Menus	Magazines	
Envelope Stuffers	Envelopes		
	Posters		

**IMPRESS**—*Suitable for* Letterpress (type, line cuts, 120 screen half-tones)

- " " Rotogravure Press
- " " Die Stamping Press (Light Dies)
- " " Copper Plate Press
- " " Lithograph or Offset Press in one color only

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

**SIZES, WEIGHTS and COLORS.** *Basis* 25 x 38—500 sheets to ream. Flat sheets, untrimmed, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

(Both dimensions in parentheses indicate grain may run either way.)

## WHITE ONLY

*Basis*—25 x 38

(25) x (38)—40—45—50—60—70—80	(32) x 44—59—74—89—104
(24) x (36)—36—41—45—55	33 x (46)—80—96
(28) x 42—50—62—74—86	(38) x (50)—80—100—120—140—160
(28) x 44—52—65—78—91	(36) x (48)—75—82—91—109

25 x 38—40 bulk 896	pages to 1 inch
25 x 38—50 bulk 672	pages to 1 inch
25 x 38—60 bulk 546	pages to 1 inch
25 x 38—70 bulk 488	pages to 1 inch
25 x 38—80 bulk 422	pages to 1 inch

Packed flat in cases, markers between reams. 500 to 600 pounds to case.

**Prices**—Prices of AMERICAN ENGLISH FINISH BOOK can be found in Price List attached to this book between the last page and cover.

\*This grade is made in three finishes: Super Calendered, Eggshell, and English.

*Where Stocked*—AMERICAN ENGLISH FINISH BOOK is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of AMERICAN ENGLISH FINISH BOOK can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples of dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERS for special sheet sizes, special substance weights, special colors of AMERICAN ENGLISH FINISH BOOK in which the sheet size, substance weight, finish or color differs from standard specifications, as given above, can be taken only for a definite delivery in quantities of not less than 10,000 pounds. *BUT if AMERICAN ENGLISH FINISH BOOK is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—*

Non-standard sheet sizes can be cut in any length or width described below in minimum quantities of 6,000 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 30,000 pounds.

Non-standard finishes in this grade are not made.

Under no condition can non-standard colors be made in quantities less than 60,000 pounds.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

AMERICAN ENGLISH FINISH BOOK can be made only in widths (dimension across the grain) a multiple of which equals 125" to 138"; but the minimum must be 25" and the maximum 69". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 64½". Thus the maximum sheet size possible to make in AMERICAN ENGLISH FINISH BOOK is 69" x 64½" with the grain parallel to the 64½" dimension.

Sheets 24", 25", 33", 36", 38", 48" and 50" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths because these are the widths of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

## NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight that AMERICAN ENGLISH FINISH BOOK can be made in is 45 pounds, the maximum 100 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## AMERICAN ENGLISH FINISH ENVELOPES

AMERICAN ENGLISH FINISH ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. United States Envelope Company, authorized manufacturers.

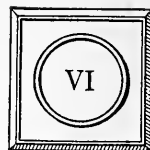
When ordering envelopes specify AMERICAN ENGLISH FINISH BOOK, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

# American Eggshell



The Sixth BOOK Grade\* of  
EAGLE-A  
QUALITY - STANDARDS  
(WATERMARKED)



**A**ERICAN EGGSHELL is a blue-white antique book paper of high quality, with a smooth, suede-like finish that beautifies any type layout. It is distinctly economical for long runs.

AMERICAN EGGSHELL is the sixth Book Grade of the Eagle-A Line as indicated by the Book Chart of Relative Quality-Standards on page 169.

GENERAL USES—AMERICAN EGGSHELL is recommended for production in quantity that calls for a paper of fine appearance.

## Advertising

House Organs  
Booklets  
Brochures  
Circulars

Announcements  
Envelope Stuffers  
Calendars  
Magazines

## Books and Periodicals

Magazines  
Children's Books  
Novels  
Private Editions

IMPRESS—*Suitable for* Letterpress (with type, line cuts and coarse stipple or screen Ben Day plates and wood cuts)  
“ “ Offset in one color

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

THE right side of the sheet for impressing (or felt side) faces the reader when the watermark reads correctly from left to right.

SIZES, WEIGHTS and COLORS—ANTIQUE. *Basis 25 x 38—500 sheets to ream.*  
Flat sheets, untrimmed, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

(Both dimensions in parentheses indicate grain may run either way.)

## WHITE

25 x (38)—50—60—70—80  
28 x (42)—62—74—86  
28 x (44)—65—78—91  
(32) x (44)—74—89—104  
(38) x 50—100—120—140—160

## INDIA

25 x (38)—50—60—70  
28 x (42)— —74—86  
28 x (44)—65—78  
(32) x (44)— —89—104  
(38) x 50—100—120—140

25 x 38—50 bulk 438 pages per inch  
25 x 38—60 bulk 356 pages per inch  
25 x 38—70 bulk 314 pages per inch  
25 x 38—80 bulk 280 pages per inch

Flat in cases, markers between reams. Packed 500 to 600 pounds to case.

Prices—Prices of AMERICAN EGGSHELL Book can be found in Price List attached to this book between the last page and cover.

Where Stocked—AMERICAN EGGSHELL Book is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

\*This grade is made in three finishes: Super Calendered, English, and Eggshell.



*Samples*—Actual samples of AMERICAN EGGSHELL Book can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples of dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes, special substance weights, special finishes and special colors of AMERICAN EGGSHELL in which the sheet size, substance weight or color differs from standard specification, as given on opposite page, can be taken only for earliest possible delivery in quantities of 15,000 pounds or more. *BUT if* AMERICAN EGGSHELL Book is being run in the required color at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any length or width described below in minimum quantities of 3,300 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 6,000 pounds.

Non-standard finishes in this grade are not made.

Under no conditions can non-standard colors be made in quantities less than 15,000 pounds.

### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

AMERICAN EGGSHELL Book can only be made in widths (dimension across the grain) a multiple of which equals 96" to 110"; but the minimum must be 16" and the maximum 55". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 64". Thus the maximum sheet size possible to make in AMERICAN EGGSHELL Book is 55" x 64" with the grain parallel to the 64" dimension.

Sheets 25", 28", 32" and 50" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because these are the widths of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

**THE** minimum substance weight that AMERICAN EGGSHELL Book can be made in is 40 pounds, the maximum 120 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## AMERICAN EGGSHELL ENVELOPES

AMERICAN EGGSHELL ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. United States Envelope Company, authorized manufacturers.

When ordering envelopes specify AMERICAN EGGSHELL Book, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

Offsets

Covers

Bristol

Wedding  
and Pa

Mime  
graph

Annou  
men

Station  
Cabin

Typewr  
Papers

W  
Ta

Sp  
Pa

Eagl  
Line

# Offset Papers

## OF EAGLE-A QUALITY-STANDARDS

OFFSET papers are designed primarily for use in offset presses, where special qualities are demanded in papers if they are to give satisfactory results at a high operating speed. Moreover, they are also suitable for letterpress printing.

The characteristics demanded in an offset paper are: first, uniform, smooth surface which must not pick; second, uniformity of texture with strength as nearly as possible equal with and across the grain. The paper should have a minimum of contraction and expansion when exposed to moisture. These characteristics are vitally necessary to secure maximum press production and perfect register.

The first Offset grade has a good color and a smooth, uniform surface, free from any tendency to pick. The dimensions of a sheet when wet should differ but slightly from those of a dry paper and there must be no tendency of the paper to curl during the printing process. In fact, it should be so made as to lie perfectly flat under practically all conditions of storage in order that it may feed properly into the press.

Offset papers must in general meet the same use-requirements as book papers. Because of their texture and pure white color offsets are interchangeable for many purposes with weddings and papeteries.

On page 191 will be found a chart showing the relative qualities among the four offset grades.

The following grades of Offset papers cover all requirements:

GRADE	NAME	COLOR
Semi-Perm. I	Albion	White
II	Beebe	White
III	Chester	White
Temporary IV	Dickinson	White

### OFFSET PAPER TRADE CUSTOMS

Trade customs pertaining to Offsets are explained in detail on page 314.

# Offset Papers

## Relative Quality-Standards of Eagle-A Offsets

The numerals given below are relative only. They indicate the relation between the paper qualities in each grade.

Grade	Substance Weight Basis 25 x 38	Strength				Life	Appearance					Quality Index
		Bursting	Tensile	Tear	Folds		Mellowness	Opacity	Bulk	Finish	Color	
Albion I	60	4.62	7.15	5.26	.05	3.33	1.11	6.33	3.17	2.49	3.87	37.38
	70	5.39	8.35	6.14	.06	3.33	1.11	6.46	3.70	2.49	3.87	40.90
	80	6.16	9.54	7.02	.07	3.33	1.11	6.54	4.23	2.49	3.87	44.36
	100	7.70	11.92	8.77	.08	3.33	1.11	6.67	5.28	2.49	3.87	51.22
	120	9.24	14.30	10.52	.10	3.33	1.11	6.67	6.34	2.49	3.87	57.97
Beebe II	50	2.93	3.87	3.68	.04	8.25	1.11	6.19	2.64	2.49	4.00	35.20
	60	3.54	4.62	4.38	.05	8.25	1.11	6.33	3.17	2.49	4.00	37.94
	70	4.16	5.36	5.09	.06	8.25	1.11	6.46	3.70	2.49	4.00	40.58
	80	4.62	6.11	5.86	.07	8.25	1.11	6.54	4.23	2.49	4.00	43.28
Chester III	100	5.85	7.75	7.37	.08	8.25	1.11	6.67	5.28	2.49	4.00	48.85
	120	7.09	9.24	8.77	.10	8.25	1.11	6.67	6.34	2.49	4.00	54.06
	50	2.78	3.72	3.68	.04	3.70	1.11	6.19	2.64	2.49	3.33	29.68
	60	3.39	4.47	4.38	.05	3.70	1.11	6.33	3.17	2.49	3.33	32.42
Dickinson IV	70	3.85	5.22	5.09	.06	3.70	1.11	6.46	3.70	2.49	3.33	31.16
	80	4.47	5.96	5.86	.07	3.70	1.11	6.54	4.23	2.49	3.33	37.76
	100	5.54	7.45	7.37	.08	3.70	1.11	6.67	5.28	2.49	3.33	43.02
	120	6.62	8.94	8.77	.10	3.70	1.11	6.67	6.34	2.49	3.33	48.07
	50	2.47	3.72	3.33	.04	3.33	1.11	6.19	2.64	2.49	2.67	27.99
	60	2.93	4.47	3.95	.05	3.33	1.11	6.33	3.17	2.49	2.67	30.50
	70	3.39	5.22	4.38	.06	3.33	1.11	6.46	3.70	2.49	2.67	32.81
	80	4.01	5.96	5.26	.07	3.33	1.11	6.54	4.23	2.49	2.67	35.67
	100	4.93	7.45	6.70	.08	3.33	1.11	6.67	5.28	2.49	2.67	40.71
	120	5.85	8.94	7.89	.10	3.33	1.11	6.67	6.34	2.49	2.67	45.39

Offsets

Covers

Bristols

Wedding  
and Pa

Mime  
graph

Annou  
ment

Station  
Cabin

Typew  
Papers

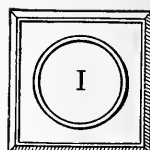
W  
Ta

Sp  
Pa

Eagle  
Line

# Albion Offset

The First OFFSET Grade of  
EAGLE-A  
QUALITY-STANDARDS  
(UNWATERMARKED)



**A**LBION OFFSET is exceptionally strong and therefore is adapted for special offset requirements where strength and wearing qualities are to be considered. It is especially desirable for work in eight or ten colors.

The paper is so made that perfect register results even under the most exacting conditions. The surface is exceptionally clear and free from fuzz.

ALBION OFFSET is the first Offset Grade as indicated by the Offset Chart of Relative Quality-Standards on page 191.

GENERAL USES—With the above qualifications in mind ALBION OFFSET can be recommended for the following—

<i>Advertising</i>		<i>Books &amp; Periodicals</i>
Announcements	Folders	Children's Books
Booklets	Greeting Cards	De Luxe Editions
Broadsides	House Organs	Magazines
Brochures	Inserts	
Calendars	Menus	
Catalog Covers	Pictures	
Envelopes	Posters	
Tickets		

IMPRESS—*Suitable for* Letterpress (type, coarse stipple Ben Day, coarse screen Ben Day)

“ “ Offset Press or Lithography  
“ “ Die Stamping Press  
“ “ Embossing

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

SIZES and WEIGHTS—*Basis* 25 x 38—500 sheets to ream. Flat sheets, trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

WHITE ONLY				
25 x (38)	60	70	80	100—120
28 x (42)	74	86	99	124
32 x (44)	89	104	119	148
36 x (48)	109	127	146	
38 x (50)	120	160	200	

Flat in cases, markers between reams. Packed 500 to 600 pounds to case.

Prices—Prices of ALBION OFFSET can be found in Price List attached to this book, between the last page and cover.

Where Stocked—ALBION OFFSET is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

Samples—Actual samples of ALBION OFFSET can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERS for special sheet sizes, special substance weights, special finishes and special colors of ALBION OFFSET can be taken only for a definite delivery in quantities of not less than 10,000 pounds. *BUT* if ALBION OFFSET is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sizes can be cut in any lengths or widths described below in minimum quantities of 1,650 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 3,300 pounds.

Non-standard finishes in this grade are not made.

Under no condition can non-standard colors be made in quantities less than 10,000 pounds.

### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

ALBION OFFSET can only be made in widths (dimension across the grain) a multiple of which equals 64" to 80"; but the minimum must be 16" and the maximum 40". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 63½". Thus the maximum sheet size possible to make in ALBION OFFSET is 40" x 63½" with the grain parallel to the 63½" dimension.

Sheets 25", 28", 32", 36" and 38" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because these are the widths of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight that ALBION OFFSET can be made in is 45 pounds, the maximum 185 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

### ALBION OFFSET ENVELOPES

ALBION OFFSET ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. The United States Envelope Company is the authorized manufacturer.

When ordering envelopes specify ALBION OFFSET, weight, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

Covers

Bristols

Wedding  
and Pa

Mime  
graph

Annou  
ment

Station  
Cabin

Typew  
Papers

W  
T

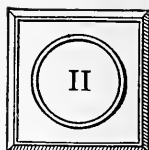
S  
P

Eag  
Line

# Beebe Offset



The Second OFFSET Grade of  
**EAGLE-A**  
**QUALITY-STANDARDS**  
 (UNWATERMARKED)



**B**EEBE OFFSET bulks better for its weight than do most Offset Papers. It also possesses unusual strength and smoothness of surface. Eight to ten colors can be successfully impressed on this paper.

BEEBE OFFSET is the second Offset Grade as indicated by the Offset Chart of Relative Quality-Standards on page 191.

**GENERAL USES**—With the above qualifications in mind BEEBE OFFSET can be recommended in the following cases:

<i>Advertising</i>		<i>Books and Periodicals</i>
Announcements	Folders	Children's Books
Booklets	Greeting Cards	De Luxe Editions
Broadsides	House Organs	Magazines
Brochures	Inserts	
Calendars	Mailing Cards	
Catalog Covers	Menus	
Catalog Insides	Pictures	
Envelopes	Posters	
Envelope Stuffers	Tickets	

**IMPRESS**—*Suitable for* Letterpress (type, coarse stipple Ben Day, coarse screen Ben Day)  
 “ “ Offset Press or Lithography  
 “ “ Die Stamping Press  
 “ “ Embossing

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

**SIZES and WEIGHTS**—*Basis* 25 x 38—500 sheets to ream. Flat sheets trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

## WHITE ONLY

22½ x (34½)—40—48	32 x (44)— 89—104—119—148
25 x (38)—50—60—70—80—100—120	36 x (48)—109—127—146
28 x (42)— —74—86—99—124	38 x (50)—120— —160—200

Flat in cases, markers between reams. Packed 500 to 600 pounds to case.

**Prices**—Prices of BEEBE OFFSET can be found in Price List attached to this book, between the last page and cover.

**Where Stocked**—BEEBE OFFSET is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

**Samples**—Actual samples of BEEBE OFFSET can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes, special substance weights, special finishes and special colors of BEEBE OFFSET can be taken only for a definite delivery in quantities of not less than 10,000 pounds. *BUT* if BEEBE OFFSET is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any length or width described below in minimum quantities of 1,650 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 3,300 pounds.

Non-standard finishes in this grade are not made.

Under no condition can non-standard colors be made in quantities less than 10,000 pounds.

### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

BEEBE OFFSET can be made only in widths (dimension across the grain) a multiple of which equals 64" to 80"; but the minimum must be 16" and the maximum 40". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 63½". Thus the maximum sheet size possible to make in BEEBE OFFSET is 40" x 63½" with the grain parallel to the 63½" dimension.

Sheets 22½", 25", 28", 32", 36" and 38" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because these are the widths of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight that BEEBE OFFSET can be made in is 45 pounds, the maximum 185 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

### BEEBE OFFSET ENVELOPES

BEEBE OFFSET ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. The United States Envelope Company is the authorized manufacturer.

When ordering envelopes specify BEEBE OFFSET, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

Covers

Bristols

Wedding  
and Pa

Mime  
graph

Annou  
ment

Station  
Cabin

Typewr  
Papers

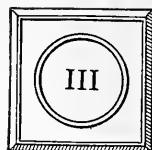
W  
Ta

Sp  
Pa

Eagle  
Line

# Chester Offset

The Third OFFSET Grade of  
EAGLE-A  
QUALITY - STANDARDS  
(UNWATERMARKED)



CHESTER OFFSET is suitable for eight- or ten-color work. Its strength is sufficient to meet the ordinary requirements for a paper of this class. The surface is clear so that little trouble is experienced from fuzz in the presses.

CHESTER OFFSET is the third Offset Grade as indicated by the Offset Chart of Relative Quality-Standards on page 191.

GENERAL USES—In addition to regular offset work Chester Offset may be used for:

<i>Advertising</i>	<i>Books &amp; Periodicals</i>	<i>Labels &amp; Wrappers</i>
Announcements	Children's Books	Package Labels
Booklets	De Luxe Editions	
Broadsides	Magazines	
Brochures		
Calendars		
Catalog Covers		
Catalog Insides		
Circulars		
Envelopes		
Envelope Stuffers		
Folders		
Greeting Cards		
House Organs		
Inserts		
Mailing Cards		
Menus		
Pictures		
Posters		
Tickets		

IMPRESS—*Suitable for* Letterpress (type, coarse stipple Ben Day, coarse screen Ben Day)  
 “ “ Offset Press and Lithography  
 “ “ Die Stamping Press  
 “ “ Embossing

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

SIZES and WEIGHTS—*Basis* 25 x 38—500 sheets to ream. Flat sheets, trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

## WHITE ONLY

22½ x (34½)	—	40—	48						
25 x (38)	—	50—	60—	70—	80—	100—	120		
28 x (42)	—	74—	86—	99—	124				
32 x (44)	—	89—	104—	119—	148				
36 x (48)	—	109—	127—	146					
38 x (50)	—	120—	160—	200					

Flat in cases, markers between reams. Packed 500 to 600 pounds to case.

Prices—Prices of CHESTER OFFSET can be found in Price List attached to this book, between the last page and cover.

Where Stocked—CHESTER OFFSET is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.



*Samples*—Actual samples of CHESTER OFFSET can be found in the Eagle-A cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes, special substance weights, special finishes and special colors of CHESTER OFFSET can be taken only for a definite delivery in quantities of not less than 10,000 pounds. *BUT* if CHESTER OFFSET is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 1,650 pounds.

Non-standard substance weights can be furnished under the same conditions in quantities as low as 3,300 pounds.

Non-standard finishes in this grade are not made.

Under no condition can non-standard colors be made in quantities less than 10,000 pounds.

### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

CHESTER OFFSET can be made only in widths (dimension across the grain) a multiple of which equals 64" to 80"; but the minimum must be 16" and the maximum 40". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 63½". Thus the maximum sheet size possible to make in CHESTER OFFSET is 40" x 63½" with the grain parallel to the 63½" dimension.

Sheets 22½", 25", 28", 32", 36" and 38" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because these are the widths of the rolls from which the standard size sheets are cut and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight that CHESTER OFFSET can be made in is 45 pounds, the maximum 185 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## CHESTER OFFSET ENVELOPES

CHESTER OFFSET ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. The United States Envelope Company is the authorized manufacturer.

When ordering envelopes specify CHESTER OFFSET, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

# Dickinson Offset



The Fourth OFFSET Grade of  
**EAGLE-A**  
**QUALITY- STANDARDS**  
 (UNWATERMARKED)



**D**ICKINSON OFFSET is suitable for offset work where only one or two colors are to be used. It is not recommended, however, for more elaborate types of printing.

DICKINSON OFFSET is the fourth Grade as indicated by the Offset Chart of Relative Quality-Standards on page 191.

**GENERAL USES**—With the above qualifications in mind DICKINSON OFFSET can be recommended in the following cases:

<i>Advertising</i>		<i>Books &amp; Periodicals</i>	<i>Labels &amp; Wrappers</i>
Announcements	Envelope Stuffers	Children's Books	Package Labels
Booklets	House Organs	De Luxe Editions	
Broadsides	Inserts	Magazines	
Brochures	Mailing Cards	Text Books	
Calendars	Menus		
Catalog Covers	Pictures		
Catalog Insides	Posters		
Circulars	Tickets		
Envelopes			

**IMPRESS**—*Suitable for Letterpress (type and line cuts; coarse screen and coarse stipple Ben Day)*

- “ “ Offset Press and Lithography  
 “ “ Die Stamping Press  
 “ “ Embossing

THE various types of impress as described above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

**SIZES and WEIGHTS**—*Basis 25 x 38—500 sheets to ream.* Flat sheets, trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

#### WHITE ONLY

25 x (38)—60—70—80—100—120	36 x (48)—109—127—146
28 x (42)—74—86—99—124	38 x (50)—120—160—200
32 x (44)—89—104—119—148	

Flat in cases, markers between reams. Packed 500 to 600 pounds to case.

**Prices**—Prices of DICKINSON OFFSET can be found in Price List attached to this book, between the last page and cover.

**Where Stocked**—DICKINSON OFFSET is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of DICKINSON OFFSET can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERS for special sheet sizes, special substance weights, special finishes and special colors of DICKINSON OFFSET can be taken only for a definite delivery in quantities of not less than 15,000 pounds. *BUT* if DICKINSON OFFSET is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then— . .

Non-standard sheet sizes can be cut in any length or width described below in minimum quantities of 3,300 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 6,000 pounds.

Non-standard finishes in this grade are not made.

Under no condition can non-standard colors be made in quantities less than 15,000 pounds.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

DICKINSON OFFSET can be made only in widths (dimension across the grain) a multiple of which equals 96" to 110"; but the minimum must be 16" and the maximum 55". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 63½". Thus the maximum sheet size possible to make in DICKINSON OFFSET is 55" x 63½" with the grain parallel to the 63½" dimension.

Sheets 25", 28", 32", 36" and 38" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because these are the widths of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

## NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight that DICKINSON OFFSET can be made in is 45 pounds, the maximum 120 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## DICKINSON OFFSET ENVELOPES

DICKINSON OFFSET Envelopes to fit any printed piece can be obtained from each Eagle-A Service House. The United States Envelope Company is the authorized manufacturer.

When ordering envelopes specify DICKINSON OFFSET, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

Covers

Bristols

Wedding  
and Pap

Mimeo-  
graphs

Annou-  
ment

Station  
Cabinet

Typewrit-  
Papers

Writ-  
Table

Spec-  
Paper

Eagle-A  
Line

# Cover Papers

## OF EAGLE-A QUALITY-STANDARDS

THE term "covers" is applied to a great variety of papers used for covers for booklets, price lists, for box covers and sometimes photograph albums and mounts as well as for a multiplicity of other purposes almost impossible to classify.

A wide variety of colors is very necessary and a range of surface finishes is also essential because almost any type of impress may be used on these papers. Although for the most part longevity is not an important factor because of the temporary nature of most cover paper requirements, a high resistance to handling is a requisite in almost all cases. Folding qualities and appearance are particularly important, the latter because the cover creates the first impression on the recipient of a printed piece. Consequently, it is generally desirable that one of the higher grades of covers be used.

Unusual types have a legitimate use for certain limited purposes, but they are not included in the standard line of cover papers for the reason that the particular quality which makes them in demand to-day would be out of style to-morrow and necessitate a complete change in manufacturing conditions.

Eagle-A Cover papers have been graded according to their use-requirements and qualities in a manner similar to other Quality-Standard Papers.

The standard for the Relative Chart of Cover Paper qualities (on page 201) has been considered to be the first grade cover, which possesses strength and a distinctive and attractive appearance and is suitable for many types of impress, including die-stamping and embossing. The fact that it is supplied in a range of attractive colors and finishes, and possesses the necessary durability to withstand considerable use over a rather long period, further justifies its use as a basis of comparison.

The following grades of the Eagle-A Line meet all requirements of cover papers:

GRADE	NAME	COLOR
Permanent	I De Luxe	Deckle d'Aigle
Semi-Perm.	I	Herculean
	II	Arven Plate
	III	Paradox
Temporary	IV	Riverdale
	V	Standard
		White and two colors
		White and ten colors
		White and four colors
		White and six colors
		White and eight colors
		Twelve colors

### COVER PAPER TRADE CUSTOMS

Trade customs pertaining to cover papers are explained in detail on pages 315 and 316.

# Cover Papers

## Relative Quality-Standards of Eagle-A Cover Papers

The numerals given below are relative only. They indicate the relation between the paper qualities in each grade.

Grade	Substance Weight Basis 20 x 26	Strength				Life	Appearance					Distinctive Character	Quality Index
		Bursting	Tensile	Tear	Folds		Mellowness	Opacity	Bulk	Finish	Color		
Deckle d'Aigle I (Antique) De Luxe	65	7.40	8.94	10.52	.25	37.00	1.11	6.67	7.02	2.03	5.67	250.00	336.61
	65 100	4.62 7.08	7.59 11.62	10.96 16.47	.42 .64	3.33 3.33	3.33 3.33	6.67 6.67	7.56 10.92	2.30 2.30	4.00 4.00	..... .....	50.78 66.36
Arven Plate II	50 65	6.16 7.85	9.25 12.08	6.75 8.33	.83 1.17	3.33 3.33	3.33 3.33	6.67 6.67	3.51 4.37	7.10 7.10	3.67 3.67	..... .....	50.60 57.90
Paradox III (Antique)	50 65 80 130	5.24 6.93 8.31 13.87	5.81 7.30 8.94 14.60	6.57 7.70 10.52 15.41	.04 .06 .07 8.33	9.26 9.26 9.26 9.27	3.33 3.33 3.33 3.33	6.67 6.67 6.67 6.67	5.46 7.02 11.80 14.04	2.03 2.03 2.03 2.03	3.67 3.67 3.67 3.67	..... ..... ..... .....	48.14 53.97 64.70 91.22
	50 65 80	3.39 4.47 5.39	5.07 6.56 7.45	7.88 10.26 14.19	.17 .22 .30	.67 .67 .67	3.33 3.33 3.33	6.67 6.67 6.67	4.47 6.56 7.56	2.30 2.30 2.30	1.67 1.67 1.67	..... ..... .....	35.65 42.71 49.01
Standard V (Plate)	25 35 50	1.85 2.46 3.39	2.23 3.13 4.47	2.63 3.68 5.26	.03 .07 .10	.67 .67 .67	3.33 3.33 3.33	5.99 6.33 6.46	1.89 3.14 3.64	4.75 4.75 4.75	1.67 1.67 1.67	..... ..... .....	25.04 29.23 33.75

Covers

Bristols

Wedding  
and Pap

Mimeo  
graphs

Annou  
ment

Station  
Cabin

Typewr  
Papers

Wr  
Ta

Sp  
Pa

Eagl  
Line

# Deckle d'Aigle

FOUR DECKLE EDGE (MOULD-MADE)

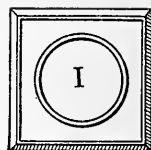


*The First DeLuxe COVER Grade of*

**EAGLE-A**

**QUALITY-STANDARDS**

(WATERMARKED "DECKLE D'AIGLE" AND SHIELD)



**D**ECKLE D'AIGLE Cover has the appearance of old-time quality papers, such as were hand-fashioned by master craftsmen in the fifteenth century, and, like them, it has a natural deckle on all four sides. It is manufactured from the highest quality of new white rags. The sheets are loft-dried and possess a superb finish and texture that make this paper a suitable background for the highest type of printing craftsmanship.

DECKLE D'AIGLE Cover is the first line of four deckle edge, mould-made paper to be made in this country in book and cover papers to match. It is produced in white, green and gray, in one weight only.

DECKLE D'AIGLE Cover is the first De Luxe Cover grade, as indicated by the cover chart of Relative Quality-Standards on page 201.

GENERAL USES—DECKLE D'AIGLE Cover expresses the highest achievement in fine paper-making, yet its cost is comparatively moderate. It can be recommended in any of the following cases where distinction and richness are desired—

*Advertising*

Announcements  
Booklet Covers  
Calendars  
Catalog Covers

*Stationery*

Greeting Cards  
Social Cards

*Books and Periodicals*

Editions de luxe

IMPRESS—*Suitable for* Letterpress (type and line cuts; coarse stipple and coarse screen Ben Day)

“ “ Die Stamping Press  
“ “ Embossing

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

Fine screen half-tones can be applied after hot-pressing.

Through the process employed in producing DECKLE D'AIGLE, the surfaces on both sides of the sheet are alike. Unlike machine-made papers the “felt” and “wire” sides need not be considered. As a matter of form only, sheets should be printed with the watermark reading correctly from left to right.

SIZES, WEIGHTS and COLORS—*Basis 500 sheets to ream.* Flat sheets, stocked as follows:

	COLORS	
Laid Natural White	Green	Gray.
13 x 19 $\frac{3}{4}$ —32	19 $\frac{3}{4}$ x 26—64	

DECKLE D'AIGLE being mould-made, there is almost an entire absence of “grain” so that it folds equally well in either direction.

Packed: Sealed in half reams.

DECKLE D'AIGLE book paper in white, and in sizes to fit the DECKLE D'AIGLE Cover sizes can be found on page 170; carried in stock by all Eagle-A Service Houses.

DECKLE D'AIGLE in small sheets and cards with envelopes to match in size and color can be found in the Announcement Line, page 246, and in boxed stationery, page 254. These are carried in stock by all Service Houses.

*Prices*—Prices of DECKLE D'AIGLE Cover Paper can be found in Price List attached to this book, between the last page and cover.

*Where Stocked*—DECKLE D'AIGLE Cover is carried in stock by all Eagle-A Service Houses, the list of which is given on the first inside page of Price List.

*Samples*—Actual samples of DECKLE D'AIGLE Cover will be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

DECKLE D'AIGLE Cover can be made in any size from 11" x 17" to 20" x 30".

Orders for colors, other than those carried in stock, will be accepted in lots of not less than 1,650 pounds of an item, where the size specified is either of the two standard sizes listed.

Orders for sizes in either white or colors, other than the two standard sizes listed, will be accepted in lots of not less than 2,000 pounds of an item. Where other than standard sizes are specified, the manufacture of such special sizes necessitates the making of a complete new mould.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## DECKLE D'AIGLE ENVELOPES

DECKLE D'AIGLE Envelopes to fit any printed piece can be obtained from each Eagle-A Service House. United States Envelope Company, authorized manufacturers.

When ordering envelopes specify DECKLE D'AIGLE, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

Bristols

Weddings  
and Paps.

Mimeo-  
graphs

Annou-  
ment

Stationer  
Cabinets

Typewriter  
Papers

Writing  
Tablet

Specia  
Papers

Eagle-A  
Line

R  
G

Ind

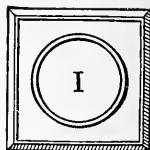
# Herculean Cover

The First COVER Grade of

EAGLE-A

QUALITY-STANDARDS

(UNWATERMARKED)



**H**ERCULEAN COVER has been developed primarily to meet the demand for a cover paper of exceptional strength. HERCULEAN COVER possesses strength and wearing qualities suitable for the most exacting requirements. The rich Antique Finish and wide range of colors adapt it particularly for use when attention value is desired. The Ripple and Linen Finishes in which this cover is also supplied are particularly suited where a distinctive appearance is called for. HERCULEAN COVER is furnished in ten colors and white.

HERCULEAN COVER is the first Cover Grade of the Eagle-A Line of Cover Papers as indicated by the Cover Chart of Relative Quality-Standards on page 201.

**GENERAL USES**—HERCULEAN COVER can be recommended for the following uses when a cover paper of great strength and endurance is required in a wide range of colors—

## Advertising

Announcements  
Calendars  
Car and Show Cards  
Catalog Covers  
Envelope Stuffers

Greeting Cards  
Mailing Cards  
Mailing Folders  
Menus  
Tickets

**IMPRESS**—*Suitable for* Letterpress (type, line cuts, coarse stipple and screen Ben Day)  
“ “ Die Stamping  
“ “ Embossing

THE various types of impress as described above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

**SIZES, WEIGHTS and COLORS**—*Basis* 20 x 26—500 sheets to ream. Stocked as follows:

(Both dimensions in parentheses indicate grain may run either way.)

## WHITE AND COLORS

### Antique Finish

Army Brown	Olive Green	Oxford Gray	Cadet Blue	Shamrock Green
Colonial Buff	Nubian Black	Columbia Blue	White	
	Pompeian Red	Havana Brown		

(20) x (26)—65—100

(23) x (33)—95—146

65 pound sealed in half reams, 2 reams to a bundle. 95 pound in half reams, 1½ reams to a bundle. 100 pound in ½ reams, 1½ reams to a bundle. 146 pound in ½ reams, 1 ream to a bundle.

**Prices**—Prices of HERCULEAN COVER can be found in Price List attached to this book, between the last page and cover.

**Where Stocked**—HERCULEAN COVER is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.



*Samples*—Actual samples of HERCULEAN COVER can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes, special substance weights, special finishes and special colors of HERCULEAN COVER can be taken only for a definite delivery in quantities of not less than 10,000 pounds. *BUT if* HERCULEAN COVER in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any length or width described below in minimum quantities of 2,000 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 4,000 pounds; however, calender finishes require a minimum of 2,000 pounds.

Non-standard plater finishes can be furnished in minimum quantities of 550 pounds.

Under no condition can non-standard colors be made in quantities less than 10,000 pounds.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

HERCULEAN COVER can be made only in widths (dimension across the grain) a multiple of which equals 34" to 41", or 58" to 66", or 78" to 86"; but the minimum must be 16" and the maximum 43". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 64". Thus the maximum sheet size possible to make in HERCULEAN COVER is 43" x 64" with the grain parallel to the 64" dimension. However, the largest possible size in non-standard plater finishes is 26" x 40".

Sheets 20", 23", 26", 33" and 40" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because these are the widths of rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

## NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

**T**HE minimum substance weight that HERCULEAN COVER can be made in is 25 pounds, the maximum 130 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## HERCULEAN COVER ENVELOPES

**H**ERCULEAN COVER ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. The United States Envelope Company is the authorized manufacturer. When ordering envelopes specify HERCULEAN COVER, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes is given on pages 68-75.

Bristols

Weddings  
and Paps.

Mimeo-  
graphs

Annou-  
ment

Stationer  
Cabinets

Typewriter  
Papers

Writin  
Tablet

Specia  
Papers

Eagle-A  
Line

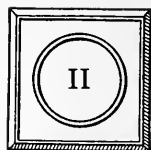
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Gu

Inde

# Arven Plate



The Second COVER Grade of  
EAGLE-A  
QUALITY-STANDARDS  
(UNWATERMARKED)



ARVEN PLATE has a high plate finish made especially for half-tone work. With this paper 133-line screens may be successfully used. It also possesses great strength, which gives it the necessary qualities to allow for folding with or against the grain. The colors are subdued, as they must be to bring out the details in the half-tones. It is furnished in four colors and white.

ARVEN PLATE is the second Cover Grade as indicated by the Cover Chart of Relative Quality-Standards on page 201.

GENERAL USES—ARVEN PLATE can be recommended in the following cases, and especially for fine half-tone printing—

## Advertising

Announcements  
Broad­sides  
Calendars  
Catalog Covers  
Envelopes

Envelope Stuffers  
Mailing Cards  
Mailing Folders  
Menus  
Tickets

IMPRESS—*Suitable for* Letterpress (type; line cuts; 120, 110, 85 screen half-tones on plate finish; fine and coarse screen and stipple Ben Day.)

“ “ Lithograph Press  
“ “ Rotogravure  
“ “ Die Stamping  
“ “ Embossing

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

SIZES, WEIGHT and COLORS—*Basis* 20 x 26—500 sheets to ream. Stocked as follows:

(Both dimensions in parentheses indicate grain may run either way.)

## WHITE AND COLORS

### Super Finish Only

White	Gray	Pearl	Green	India
(26) x (40)—100—130				

(Sealed in half reams, 100 pounds, 1½ reams to bundle; 130 pounds, 1 ream to bundle.)

Prices—Prices of ARVEN PLATE can be found in Price List attached to this book between the last page and cover.

Where Stocked—ARVEN PLATE is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of ARVEN PLATE can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes, special substance weights, special finishes and special colors of ARVEN PLATE can be taken only for a definite delivery in quantities of not less than 10,000 pounds. *BUT if* ARVEN PLATE in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 2,000 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 4,000 pounds.

Non-standard finishes can be furnished in minimum quantities of 2,000 pounds.

Under no condition can non-standard colors be made in quantities less than 10,000 pounds.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

ARVEN PLATE can be made only in widths (dimension across the grain) a multiple of which equals 34" to 41" or 58" to 66", or 78" to 86"; but the minimum must be 16" and the maximum 43". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 64". Thus the maximum sheet size possible to make in ARVEN PLATE is 43" x 64" with the grain parallel to the 64" dimension.

Sheets 26" and 40" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because these are the widths of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

## NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight that ARVEN PLATE can be made in is 25 pounds, the maximum 130 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## ARVEN PLATE ENVELOPES

ARVEN PLATE Envelopes to fit any printed piece can be obtained from each Eagle-A Service House. The United States Envelope Company is the authorized manufacturer.

When ordering envelopes specify ARVEN PLATE, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible, send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

Bristols

Weddings  
and Paps.

Mimeo-  
graphs

Annou-  
ment

Stationer  
Cabinets

Typewriter  
Papers

Writin  
Tablet

Specia  
Papers

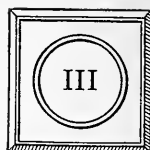
Eagle-A  
Line

Re  
Gu

Inde

# Paradox Cover

The Third COVER Grade of  
EAGLE-A  
QUALITY-STANDARDS  
(UNWATERMARKED)



**P**ARADOX COVER is a medium grade of paper furnished in both Antique and Plate Finishes, the latter to allow for 120-line half-tone work. Where distinctive effects are desired Paradox Cover in Ripple Finish gives very satisfactory results. This paper is well adapted for broadsides, as it comes in sufficiently heavy weights to mail without the use of stiffeners. It has the necessary folding endurance and is well adapted for embossing. It is supplied in white and six colors and in a variety of substance weights.

PARADOX COVER is the third grade of Eagle-A Line of Cover Papers, as indicated by the Cover Chart of Relative Quality-Standards on page 201.

**GENERAL USES**—With the above qualifications in mind PARADOX COVER can be recommended in the following cases—

#### *Advertising*

Announcements  
Booklet Covers  
Broadsides  
Business Cards  
Calendars, Mounts and Pads  
Car and Show Cards  
Catalog Covers  
Magazines  
Magazine Inserts  
Mailing Cards (Double thick)  
Mailing Folders  
Tickets

#### *Wrappers and Labels*

Catalog Containers  
Envelopes  
Package Labels

**IMPRESS**—*Suitable for* Letterpress (type, line cuts, 120, 110 screen squared up half-tones (plate finish only); coarse screen and stipple, fine screen and stipple, Ben Day Plates (plate finish only)

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

**SIZES, WEIGHTS and COLORS**—*Basis* 20 x 26—500 sheets to ream. Stocked as follows:

(Both dimensions in parentheses indicate grain may run either way.)

#### WHITE AND COLORS

White India Green Buff Brown Fibril Granite Blue

Antique, Plate, Ripple, Linen and Crash Finishes

(20) x (26)—50—65—80—130

(23) x (33)—73—95—117—190

Sealed as follows:

50 pound substance weight in half reams, 2½ reams to the bundle.

65 pound substance weight in half reams, 2 reams to the bundle.

73 pound substance weight in half reams, 2 reams to the bundle.

80 pound substance weight in half reams, 1½ reams to the bundle.

95 pound substance weight in half reams, 1½ reams to the bundle.

117 pound substance weight in half reams, 1 ream to the bundle.

130 pound substance weight in 100 sheet packages, 1 ream to the bundle.

190 pound substance weight in 100 sheet packages, 400 sheets to the bundle.

*Prices*—Prices of PARADOX COVER can be found in Price List attached to this book, between the last page and cover.

*Where Stocked*—PARADOX COVER is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of PARADOX COVER can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERS for special sheet sizes, special substance weights, special finishes and special colors of PARADOX COVER can be taken only for a definite delivery in quantities of not less than 10,000 pounds. *BUT* if PARADOX COVER in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut from rolls in any length or width described below in minimum quantities of 2,000 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 4,000 pounds.

Non-standard plate finishes can be furnished in minimum quantities of 550 pounds.

Under no condition can non-standard colors be made in quantities less than 10,000 pounds.

### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

PARADOX COVER can be made only in widths (dimension across the grain) a multiple of which equals 34" to 41", or 58" to 66, or 78" to 86"; but the minimum must be 16" and the maximum 43". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 64". Thus the maximum sheet size possible to make in PARADOX COVER is 43" x 64" with the grain parallel to the 64" dimension. However, the largest possible size in special Plater Finish is 26" x 40".

Sheets 20", 23", 26", 33", and 40" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because these are the widths of rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight that PARADOX COVER can be made in is 25 pounds, the maximum 130 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## PARADOX COVER ENVELOPES

PARADOX COVER ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. United States Envelope Company is the authorized manufacturer.

When ordering envelopes specify PARADOX COVER, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible, send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

Bristols

Weddings  
and Papers

Mimeo-  
graphs

Annou-  
men

Station-  
Cabinet

Typewrit-  
Papers

Writ-  
Tabl

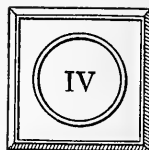
Spec-  
Paper

Eagle-A  
Line

# Riverdale Cover



The Fourth COVER Grade of  
**EAGLE-A**  
**QUALITY-STANDARDS**  
 (UNWATERMARKED)



**R**IVERDALE COVER is designed particularly for use in advertising matter of a temporary character in which good appearance is important. It is supplied in eight colors and white in Antique Finish only. Fancy finishes, as well as Linen, Ripple and Crash, can be furnished on special order.

RIVERDALE COVER is the fourth Cover Grade as indicated by the Cover Chart of Relative Quality-Standards on page 201.

**GENERAL USES**—RIVERDALE COVER can be used in the following cases with exceptionally good results when distinctive appearance and moderate price govern the choice—

<i>Advertising</i>		<i>Labels and Wrappers</i>
Broadsides	Envelopes	Package Labels
Calendars	Mailing Folders	
Catalog Containers	Menus	
Catalog Covers	Tickets	
Circulars		

**IMPRESS**—*Suitable for Letterpress* (type, line cuts, 120, 110, 85 screen half-tones, coarse stipple and coarse screen Ben Day)  
 “ “ *Die Stamping* (light)

THE various types of impress as described above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

**SIZES, WEIGHTS and COLORS**—*Basis 20 x 26—500 sheets to ream.* Stocked as follows:

(Both dimensions in parentheses indicate grain may run either way.)

WHITE AND COLORS					
Antique Finish Only					
White	Gold	Fawn	Steel Gray	Blue Granite	Blue
	Brown		Green	Red	
(20) x (26)	— 50 pounds sealed in half reams,	2½	reams to bundle.		
(20) x (26)	— 65 pounds sealed in half reams,	2	reams to bundle.		
(20) x (26)	— 80 pounds sealed in half reams,	1½	reams to bundle.		
(23) x (33)	— 73 pounds sealed in half reams,	2	reams to bundle.		
(23) x (33)	— 95 pounds sealed in half reams,	1½	reams to bundle.		
(26) x (40)	— 100 pounds sealed in half reams,	1½	reams to bundle.		
(23) x (33)	— 117 pounds sealed in half reams,	1	ream to bundle.		
(26) x (40)	— 130 pounds sealed in half reams,	1	ream to bundle.		
(26) x (40)	— 160 pounds sealed in half reams,	1	ream to bundle.		

**Prices**—Prices of RIVERDALE COVER can be found in Price List attached to this book, between the last page and cover.

**Where Stocked**—RIVERDALE COVER is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of RIVERDALE COVER can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes, special substance weights, special finishes and special colors of RIVERDALE COVER in which the sheet size, substance weight, finish or color differs from standard specifications, as given above, can be taken only for a definite delivery in quantities of not less than 10,000 pounds. *BUT* if RIVERDALE COVER in the required weight, color and finish is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any length or width described below in minimum quantities of 2,000 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 4,000 pounds.

Non-standard plater finishes can be furnished in minimum quantities of 550 pounds; however, special calendar finishes require a minimum of 2,000 pounds.

Under no condition can non-standard colors be made in quantities less than 10,000 pounds.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

RIVERDALE COVER can be made only in widths (dimension across the grain) a multiple of which equals 34" to 41", or 58" to 66", or 78" to 86"; but the minimum must be 16" and the maximum 43". However, the largest possible size in special plate finishes is 26" x 40". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 64". Thus the maximum sheet size possible to make in RIVERDALE COVER is 43" x 64" with the grain parallel to the 64" dimension.

Sheets 20", 23", 26", 33" and 40" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because these are the widths of rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

## NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight that RIVERDALE COVER can be made in is 25 pounds, the maximum 130 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House, because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## RIVERDALE COVER ENVELOPES

RIVERDALE COVER ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. The United States Envelope Company is the authorized manufacturer.

When ordering envelopes specify RIVERDALE COVER, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

Bristols

Weddings  
and Paps.

Mimeo-  
graphs

Annou-  
ment

Station-  
Cabinets

Typewrite  
Papers

Writ-  
Table

Speci-  
Paper

Eagle-A  
Line

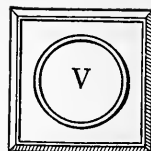
R  
G

Ind

# Standard Cover



The Fifth COVER Grade of  
**EAGLE-A**  
**QUALITY-STANDARDS**  
 (UNWATERMARKED)



**STANDARD COVER** is a light-weight cover paper well adapted for labels, fliers and posters, as well as for covers of booklets or catalogs of a temporary nature. **STANDARD COVER** in Super Calendered Finish is supplied in twelve distinctive colors, while six colors are available in Antique.

**STANDARD COVER** is the fifth Cover Grade as indicated by the Cover Chart of Relative Quality-Standards on page 201.

**GENERAL USES**—**STANDARD COVER**, bearing in mind the characteristics indicated above, can be used as follows—

## Advertising

Broadsides  
 Calendars  
 Circulars

Envelope Stuffers  
 Mailing Folders  
 Menus  
 Envelopes

## Labels and Wrappers

Package Labels

**IMPRESS**—*Suitable for* Letterpress (type; line cuts; 110, 85 screen half-tones; coarse stipple and coarse screen Ben Day.)

“ “ Rotogravure Press  
 “ “ Die Stamping (light)  
 “ “ Embossing

The various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

**SIZES, WEIGHTS and COLORS**—*Basis* 20 x 26—500 sheets to ream. Stocked as follows:

(Both dimensions in parentheses indicate grain may run either way.)

## COLORS ONLY

### Super Wove

Apple Green, Buff, Cherry, Canary, Fawn, Gold, Blue Granite, Blue, Mandarin, R. E. Blue, Scarlet, Steel Gray.

(20) x (26)—25—35—50

(23) x (33)—51—73

### Antique Wove

Fawn, Gold, Mandarin, R. E. Blue, Blue Granite, Steel Gray

(20) x (26)—50

(20) x (26)—25 pounds sealed in reams, 5 reams to the bundle

(20) x (26)—35 pounds sealed in reams, 4 reams to the bundle

(20) x (26)—50 pounds sealed in reams, 3 reams to the bundle—Super Finish

(23) x (33)—51 pounds sealed in reams, 3 reams to the bundle

(23) x (33)—73 pounds sealed in reams, 2 reams to the bundle

(20) x (26)—50 pounds sealed in reams, 2 reams to the bundle—Antique Finish

**Prices**—Prices of **STANDARD COVER** can be found in Price List attached to this book, between the last page and cover.

**Where Stocked**—**STANDARD COVER** is carried in stock by all Eagle-A Service House, a list of which is given on the first inside page of Price List.



*Samples*—Actual samples of STANDARD COVER can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes, special substance weights, special finishes and special colors of STANDARD COVER can be taken only for a definite delivery in quantities of not less than 10,000 pounds. *BUT* if STANDARD COVER in the required weight, color and finish is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 2,000 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 4,000 pounds.

Non-standard plater finishes can be furnished in minimum quantities of 550 pounds.

Under no condition can non-standard colors be made in quantities less than 10,000 pounds.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

STANDARD COVER can be made only in widths (dimension across the grain) a multiple of which equals 34" to 41", or 58" to 66", or 78" to 86"; but the minimum must be 16" and the maximum 43". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 64". Thus the maximum sheet size possible to make in STANDARD COVER is 43" x 64" with the grain parallel to the 64" dimension.

Sheets 20", 23", 26", 33", and 40" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because these are the widths of rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

## NON-STOCK SUBSTANCE WEIGHTS POSSIBLE TO MAKE

**T**HE minimum substance weight in which STANDARD COVER can be made is 25 pounds, the maximum 130 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## STANDARD COVER ENVELOPES

STANDARD COVER ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. The United States Envelope Company is the authorized manufacturer.

When ordering envelopes specify STANDARD COVER, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74). If possible, send sample (dummy showing the above).

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

Bristols

Weddings  
and Papers

Mimeo-  
graphs

Annou-  
men

Station  
Cabinet

Typewrit-  
Papers

Writ-  
Tabl

Spec-  
Pape

Eagle-  
Line

# *Bristols*

## OF EAGLE-A QUALITY-STANDARDS

**B**“BRISTOL” was originally applied to a high-class, lightweight cardboard first made at Bristol, England. Numerous papers of this general type, all known as “Bristols,” are in wide use at present.

The higher grades are known to the trade as “Index Bristols.” They are used almost exclusively in card index systems. The others are known as “Bristols” or “Mill Blanks.”

The characteristics of an Index Bristol in the order of their importance are: (1) snap; (2) erasive qualities; (3) writing surface; (4) thickness; (5) color; (6) strength.

A first grade must possess snap and stiffness to such a degree that it has almost a metallic ring when the corner of it is bent and allowed to snap back. Repeated several times, such a test should not develop any wrinkle in the paper. When tested by erasing with a knife the paper should not peel but must dust off in very small particles and leave the surface smooth and well sized so that it may again be written upon without feathering the ink.

The surface of a first grade should be smooth but not glossy enough to cause the pen to skip. The thickness must not vary more than one-half a point from the proper thickness for the particular weight. A range of colors is essential, as classification by colors is often a part of the filing system.

Often considerable folding resistance is demanded. Its use in files frequently consulted over a long period of time also calls for good strength. Other Bristol grades besides serving for index purposes may be used for posters, display cards, sample cards and similar advertising uses.

In the following pages, which are devoted to detailed descriptions of the Eagle-A Quality-Standard Bristols, each paper is described in two ways: first in general terms of appearance and serviceability; secondly, with specific reference to the chart of relative qualities on page 215.

The following grades of the Eagle-A Line cover all the requirements for Bristols:

GRADE	NAME	COLOR
Permanent I	Agawam	White and six colors
Semi-Perm. II	Cherokee	White and five colors
III	Darien	White and three colors
Temporary IV	American Rope	Thirteen colors
V	American Post Card	Cream

### BRISTOL PAPER TRADE CUSTOMS

Trade customs pertaining to Bristols are explained in detail on pages 316-318.

# Index Bristols

## Relative Quality-Standards of Eagle-A Index Bristols

The numerals given below are relative only. They indicate the relation between the paper qualities in each grade.

Grade	Substance Weight Basis 25½ x 30½	Strength				Life	Appearance			Quality Index
		Bursting	Tensile	Tear	Folds		Color and Cleanliness	Surface and Formation	Handle	
Agawam I	110	14.94	14.90	20.70	9.13	29.60	8.89	8.89	26.50	133.55
	140	18.94	18.97	25.79	11.62	29.60	8.89	8.89	33.70	156.40
	170	23.16	23.79	31.57	14.11	29.60	8.89	8.89	40.90	180.85
	220	29.88	30.80	40.34	18.26	29.60	8.89	8.89	53.00	219.66
Cherokee II	110	7.91	12.66	10.95	.10	3.33	5.56	8.89	23.58	72.98
	140	10.16	16.09	13.86	.13	3.33	5.56	8.89	30.00	88.02
	170	12.32	19.32	16.85	.14	3.33	5.56	8.89	36.40	103.01
	220	16.02	25.33	21.92	.19	3.33	5.56	8.89	47.16	128.40
Darien III	110	7.70	11.92	10.95	.09	3.33	5.00	6.67	22.08	67.74
	140	9.86	15.20	13.86	.11	3.33	5.00	6.67	28.12	82.15
	170	11.86	18.48	16.85	.14	3.33	5.00	6.67	34.16	96.49
	220	15.40	23.84	21.90	.18	3.33	5.00	6.67	44.16	120.48
American Rope IV	133½	13.86	13.41	24.12	5.81	18.50	2.78	10.00	32.10	120.58
American Post Card V	125½	9.24	14.90	10.95	.07	3.33	4.44	7.78	21.80	72.51

Bristols

Weddings  
and Paps.

Mimeo-  
graphs

Annou-  
ment

Stationer  
Cabinets

Typewriter  
Papers

Writing  
Table

Specia  
Paper

Eagle-A  
Line

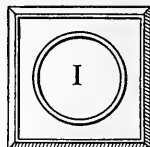
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G

Ind

# Agawam Index Bristol



The First BRISTOL Grade of  
EAGLE-A  
QUALITY-STANDARDS



**A** GAWAM INDEX BRISTOL is designed to meet the most exacting filing requirements. Particular attention is paid to stiffness, snap, folding and erasing qualities in the manufacture of this paper. It is recommended as particularly adapted for permanent files.

AGAWAM INDEX BRISTOL is the first Bristol Grade as indicated by the Bristol Chart of Relative Quality-Standards on page 215.

GENERAL USES—AGAWAM INDEX BRISTOL can be recommended for the following purposes where great strength and endurance and a wide range of colors are required.

*Advertising*  
Calendars      Filing Cards      Mailing Cards

IMPRESS—*Suitable for* Letterpress (type; line cuts; squared-up half-tones; 110 line screen half-tones; Ben Day plates—coarse stipple.)  
“ “ Litho Press

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

SIZES, WEIGHTS and COLORS—*Basis*  $25\frac{1}{2} \times 30\frac{1}{2}$ —500 sheets to ream. Trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

NOTE: All weights heavier than basis  $25\frac{1}{2} \times 30\frac{1}{2}$ —110 are pasted.

## WHITE

$20\frac{1}{2} \times (24\frac{3}{4})$ —72— 91—111—143       $25\frac{1}{2} \times (30\frac{1}{2})$ —110—140—170—220  
 $22\frac{1}{2} \times (28\frac{1}{2})$ —91—115—140—181

## COLORS

Buff      Blue      Salmon

$20\frac{1}{2} \times (24\frac{3}{4})$ — 72— 91—111—143       $25\frac{1}{2} \times (30\frac{1}{2})$ —110—140—170  
 $22\frac{1}{2} \times (28\frac{1}{2})$ —115—140

Canary      Green      Fawn

$22\frac{1}{2} \times (28\frac{1}{2})$ —115—140       $25\frac{1}{2} \times (30\frac{1}{2})$ —110—140—170

Sealed in packages of 100 sheets. Packed 500 to 600 pounds to case.

Prices—Prices of AGAWAM INDEX BRISTOL can be found in Price List attached to this book, between the last page and cover.

Where Stocked—AGAWAM INDEX BRISTOL is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of AGAWAM INDEX BRISTOL can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERS for special sheet sizes, special substance weights, special finishes and special colors of AGAWAM INDEX BRISTOL can be taken only for a definite delivery in quantities of not less than 3,850 pounds. *BUT* if AGAWAM INDEX BRISTOL in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 1,100 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 2,200 pounds.

Non-standard finishes can be furnished under the same conditions in minimum quantities of 550 pounds.

Under no condition can non-standard colors be made in quantities less than 3,850 pounds.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

AGAWAM INDEX BRISTOL can only be made in widths (dimension across the grain) a multiple of which equals 60" to 72", but the minimum must be 16" and the maximum 30½". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 42". Thus the maximum sheet size possible to make in AGAWAM INDEX BRISTOL is 30½" x 42" with the grain parallel to the 42" dimension.

## NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

**T**HE minimum weight (25½" x 30½" basis) in which AGAWAM INDEX BRISTOL can be made is 110 pounds, the maximum 220 (pasted) pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## ENVELOPES

The following Eagle-A Papers in envelope form are suitable for use with AGAWAM INDEX BRISTOL:

COUPON BOND, Sub. 20-24—Page 112.

AGAWAM BOND, Sub. 20-24—Page 114.

ACCEPTANCE BOND, Sub. 20-24—Page 124.

Envelopes made of these papers to fit any printed piece can be obtained from each Eagle-A Service House. The United States Envelope Company is the authorized manufacturer.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

Weddings  
and Paps.

Mimeo-  
graphs

Annou-  
ment

Stationery  
Cabinets

Typewriter  
Papers

Writing  
Tablets

Special  
Papers

Eagle-A  
Line

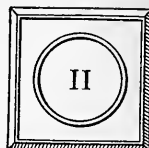
Refer-  
ence  
Guide

Index

# Cherokee Index Bristol



The Second BRISTOL Grade of  
EAGLE-A  
QUALITY-STANDARDS



**C**HEROKEE INDEX BRISTOL is a medium quality Bristol. Its erasing qualities are good and its strength is sufficient to meet requirements of moderate service.

CHEROKEE INDEX BRISTOL is the second Bristol Grade as indicated by the Bristol Chart of Relative Quality-Standards on page 215.

GENERAL USES—CHEROKEE INDEX BRISTOL is recommended for moderate service in the following cases—

*Advertising*  
Calendars  
Mailing Cards

*Office Forms*  
Filing Cards

IMPRESS—*Suitable for* Letterpress (type, line cuts, squared-up half-tones, 110 line screen half-tones, coarse stipple Ben Day)  
“ “ Litho Press

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

SIZES, WEIGHTS and COLORS—Basis  $25\frac{1}{2} \times 30\frac{1}{2}$ —500 sheets to ream. Trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

## WHITE AND COLORS

White	Blue	Salmon	Buff	Cherry	Green
$20\frac{1}{2} \times (24\frac{3}{4})$ —72—91—111—143			$25\frac{1}{2} \times (30\frac{1}{2})$ —110—140—170—220		

Sealed in packages of 100 sheets. Packed 500 to 600 pounds to case.

*Prices*—Prices of CHEROKEE INDEX BRISTOL can be found in Price List attached to this book, between the last page and cover.

*Where Stocked*—CHEROKEE INDEX BRISTOL is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of CHEROKEE INDEX BRISTOL can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERS for special sheet sizes, special substance weights, special finishes and special colors of CHEROKEE INDEX BRISTOL can be taken only for a definite delivery in quantities of not less than 12,000 pounds. *BUT* if CHEROKEE INDEX

BRISTOL in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut any length or width described below in minimum quantities of 2,200 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 4,400 pounds.

Non-standard finishes can be furnished under the same conditions in minimum quantities of 2,200 pounds.

Under no condition can non-standard colors be made in quantities less than 12,000 pounds.

NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

CHEROKEE INDEX BRISTOL can be made only in widths (dimension across the grain) a multiple of which equals 76" to 86"; but the minimum must be 16" and the maximum 43". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 64". Thus the maximum sheet size possible to make in CHEROKEE INDEX BRISTOL is 43" x 64" with the grain parallel to the 64" dimension. Sheets 20½" and 25½" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because these are the widths of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum weight (basis 25½" x 30½") in which CHEROKEE INDEX BRISTOL can be made is 110 pounds, the maximum 220 pounds.

IMPORTANT NOTICE: When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

ENVELOPES

The following Eagle-A papers in envelope form are suitable for use with DARIEN INDEX BRISTOL:

- PERSIAN BOND, Sub. 20-24—Page 116.
- CHEVRON BOND, Sub. 20-24—Page 122.
- TELEPHONE BOND, Sub. 20-24—Page 128.

Envelopes made of these papers to fit any printed piece can be obtained from each Eagle-A Service House. The United States Envelope Company is the authorized manufacturer.

IMPORTANT: Complete information regarding Envelopes given on pages 68-75.

Weddings  
and Paps.  
  
Mimeo-  
graphs  
  
Annou-  
ment  
  
Stationery  
Cabinets  
  
Typewriter  
Papers  
  
Writing  
Tablets  
  
Special  
Papers  
  
Eagle-A  
Line  
  
Ref  
Gu  
  
Index

# Darien Index Bristol



The Third BRISTOL Grade of  
EAGLE-A  
QUALITY-STANDARDS



**D**ARIEN INDEX BRISTOL is satisfactory for temporary index uses or for employment where it will not be subjected to a great amount of handling. In addition to index use, DARIEN is particularly well adapted for poster work, and in some cases may be recommended for gelatine printing of the type used for moving-picture advertising.

DARIEN INDEX BRISTOL is the third Bristol Grade as indicated by the Bristol Chart of Relative Quality-Standards on page 215.

GENERAL USES—DARIEN INDEX BRISTOL is recommended for the following purposes, bearing in mind its characteristics as stated above—

## Advertising

Calendars

Filing Cards

Mailing Cards

Posters

IMPRESS—*Suitable for* Letterpress (type, line cuts, squared-up half-tones, 110-line screen half-tones, coarse stipple, Ben Day)  
“ “ Litho Press

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

SIZES, WEIGHTS and COLORS—*Basis*  $25\frac{1}{2} \times 30\frac{1}{2}$ —500 sheets to ream.  
Trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

(Both dimensions in parentheses indicate grain may run either way.)

## WHITE

$(20\frac{1}{2}) \times (24\frac{3}{4})$ — 72— 91	$20\frac{1}{2} \times (24\frac{3}{4})$ —111
$(22\frac{1}{2}) \times (28\frac{1}{2})$ — 91—115	$22\frac{1}{2} \times (28\frac{1}{2})$ —140
$(25\frac{1}{2}) \times (30\frac{1}{2})$ —110—140	$25\frac{1}{2} \times (30\frac{1}{2})$ —170

## BUFF, SALMON, BLUE

$20\frac{1}{2} \times (24\frac{3}{4})$ — 72— 91—111
$25\frac{1}{2} \times (30\frac{1}{2})$ —110—140—170

All weights are solid.

Sealed in packages of 100 sheets. Packed 500 to 600 pounds to case.

Prices—Prices of DARIEN INDEX BRISTOL can be found in Price List attached to this book, between the last page and cover.

Where Stocked—DARIEN INDEX BRISTOL is carried in stock by all Eagle-A Service Houses a list of which is given on the first inside page of Price List.

Samples—Actual samples of DARIEN INDEX BRISTOL can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes, special substance weights, special finishes and special shades of DARIEN INDEX BRISTOL, white, from 110 to 140 pounds, basis  $25\frac{1}{2} \times 30\frac{1}{2}$ ", can be taken only for a definite delivery in quantities of not less than 90,000



pounds. Order for special sheet sizes, special substance weights, special finishes and special shades of DARIEN INDEX BRISTOL, white, 170 pounds, basis  $25\frac{1}{2}" \times 30\frac{1}{2}"$ , and all colors in all weights can be taken only for a definite delivery in quantities of not less than 12,000 pounds. *BUT if* DARIEN INDEX BRISTOL in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any length or width described below in minimum quantities of 6,000 pounds of 110 pound and 140 pound white, and 2,200 pounds of 170 pound white and all weights in colors.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 45,000 pounds from 110 pound to 140 pound white and 4,400 pounds from 140 pound to 170 pound white and all weights in colors.

Non-standards finishes in DARIEN INDEX BRISTOL are not made.

Under no condition can non-standard white shades be made in quantities less than 90,000 pounds in 110 and 140 basis, or 12,000 in 170 basis, or 12,000 of all weights of all colors.

### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

DARIEN INDEX BRISTOL, white, 110 and 140, basis  $25\frac{1}{2}" \times 30\frac{1}{2}"$ , can be made only in widths (dimension across the grain) a multiple of which equals  $125"$  to  $138"$ ; but the minimum must be  $20\frac{1}{2}"$  and the maximum  $46"$ . Sheets can be cut from these widths in lengths (dimension parallel to the grain) from  $16"$  to  $52"$ . Thus the maximum sheet size possible to make in DARIEN INDEX BRISTOL is  $46" \times 52"$  with the grain parallel to the  $52"$  dimension.

In colors (all weights) and 170 pound, white, basis  $25\frac{1}{2}" \times 30\frac{1}{2}"$ , DARIEN INDEX BRISTOL can be made in widths (dimension across the grain) a multiple of which equals  $76"$  to  $86"$ ; but the minimum must be  $16"$  and the maximum  $43"$ . Sheets can be cut from these widths in lengths (dimension parallel to the grain) from  $16"$  to  $64"$ . Thus the maximum sheet size possible to make in DARIEN INDEX BRISTOL is  $43" \times 64"$  with the grain parallel to the  $64"$  dimension.

Sheets  $20\frac{1}{2}"$  and  $25\frac{1}{2}"$  wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because they are the widths of the rolls from which the standard sizes sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight in which DARIEN INDEX BRISTOL can be made is 110 pounds, the maximum 170 pounds.

IMPORTANT NOTICE: When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## ENVELOPES

The following Eagle-A Papers in envelope form are suitable for use with DARIEN INDEX BRISTOL paper.

PERSIAN BOND, Sub. 20-24—Page 116.

CHEVRON BOND, Sub. 20-24—Page 122.

TELEPHONE BOND, Sub. 20-24—Page 128.

Envelopes made of these papers to fit any printed piece can be obtained from each Eagle-A Service House. The United States Envelope Company is the authorized manufacturer.

When ordering envelopes specify one of the above papers, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible send sample dummy showing the above.

IMPORTANT: Complete information regarding Envelopes given on pages 68-75.

Weddings  
and Paps.

Mimeo-  
graphs

Annou-  
ment

Stationery  
Cabinets

Typewriter  
Papers

Writing  
Tablets

Special  
Papers

Eagle-A  
Line

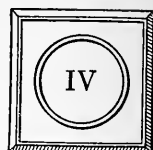
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# American Rope Bristol



The Fourth BRISTOL Grade of  
EAGLE-A  
QUALITY-STANDARDS



**A**ERICAN ROPE BRISTOL is designed particularly for posters, display cards and sample cards. It is supplied in thirteen colors for display purposes. The surface is soft enough to allow for pasting of "swatches" but at the same time hard enough so that it will not pick when the ordinary forms of printing are employed.

AMERICAN ROPE BRISTOL is the fourth Bristol Grade as indicated by the Bristol Chart of Relative Quality-Standards on page 215.

GENERAL USES—AMERICAN ROPE BRISTOL has qualities that recommend it particularly for the following purposes—

<i>Advertising</i>		<i>Labels and Wrappers</i>
Calendars	Filing Cards	Package Labels
Catalog Containers	Tags	
Catalog Covers	Tickets	

IMPRESS—*Suitable for* Letterpress (type, line cuts, 110-line screen half-tones, coarse stipple, Ben Day)

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

SIZES, WEIGHTS and COLORS—*Basis*  $22\frac{1}{2} \times 28\frac{1}{2}$ —500 sheets to ream. Flat sheets, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

## COLORS ONLY

Brown	Cherry	Dark Blue	Green	Lawn Green	Light Blue
Purple	Red	Russet	Scarlet	Steel Gray	Tea Yellow
$22\frac{1}{2} \times (28\frac{1}{2})$ —110					

Sealed in packages of 100 sheets, one ream to a bundle.

*Prices*—Prices of AMERICAN ROPE BRISTOL can be found in Price List attached to this book, between the last page and cover.

*Where Stocked*—AMERICAN ROPE BRISTOL is carried in stock by all Eagle-A Service Houses a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of AMERICAN ROPE BRISTOL can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERS for special sheet sizes, special substance weights, special finishes and special colors of AMERICAN ROPE BRISTOL can be taken only for a definite delivery in quantities of not less than 8,250 pounds. *BUT if* AMERICAN ROPE BRISTOL

in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any length or width described below in minimum quantities of 1,650 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 3,300 pounds.

Non-standard plater and embossed finishes can be furnished under the same conditions in minimum quantities of 550 pounds, but 3,300 pounds are required for other special finishes.

Under no condition can non-standard colors be made in quantities less than 8,250 pounds.

### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

AMERICAN ROPE BRISTOL can be made only in widths (dimension across the grain) a multiple of which equals  $67\frac{1}{2}$ " to 80"; but the minimum must be 17" and the maximum 40". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 50". Thus the maximum sheet size possible to make in AMERICAN ROPE BRISTOL is 40" x 50" with the grain parallel to the 50" dimension.

Sheets  $22\frac{1}{2}$ " wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because this is the width of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

### ROLLS (SPECIAL)

AMERICAN ROPE BRISTOL can be made in rolls not to exceed 30" diameter wound on steel or strawboard cores in widths (dimension across grain) as given for sheets in minimum widths of 1,650 pounds of a size.

### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight (basis  $22\frac{1}{2}$ " x  $28\frac{1}{2}$ " ) in which AMERICAN ROPE BRISTOL can be made is 110 pounds; the maximum 220 pounds.

IMPORTANT NOTICE: When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

### AMERICAN ROPE BRISTOL ENVELOPES

AMERICAN ROPE BRISTOL ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. The United States Envelope Company is the authorized manufacturer.

When ordering envelopes specify AMERICAN ROPE BRISTOL, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible send sample dummy showing the above.

IMPORTANT: Complete information regarding Envelopes given on pages 68-75.

Weddings  
and Paps.

Mimeo-  
graphs

Annou-  
men

Stationery  
Cabinets

Typewriter  
Papers

Writing  
Tablet

Special  
Papers

Eagle-A  
Line

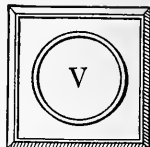
Rel-  
Gu

Index

# American Post Card



The Fifth BRISTOL Grade of  
EAGLE-A  
QUALITY-STANDARDS



**A**ERICAN POST CARD is made to the specifications drafted by the United States Government for its post card stock. It is, therefore, the ideal paper to use for post cards as well as being suitable for poster work where colors are not essential. It is also adapted for use in connection with the gelatine printing process. AMERICAN POST CARD is furnished in cream only.

AMERICAN POST CARD is the fifth Bristol Grade as indicated by the Bristol Chart of Relative Quality-Standards on page 215.

GENERAL USES—AMERICAN POST CARD is adapted for the following uses when colors are not required—

#### *Advertising*

Calendars	Mailing Folders	Tickets
Filing Cards	Menus	
Mailing Cards	Tags	

IMPRESS—*Suitable for* Letterpress (type; line cuts; squared-up half-tones; 110-line screen half-tones; Ben Day plates—coarse stipple)

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

SIZES and WEIGHTS—*Basis*  $22\frac{1}{2} \times 28\frac{1}{2}$ —500 sheets to ream. Flat sheets, trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

CREAM COLOR ONLY

22 x (28)—100	$22\frac{1}{2} \times (28\frac{1}{2})$ —105	(28) x 44—200
---------------	---	---------------

Scaled in packages of 100 sheets. Packed 500 to 600 pounds to case.

Prices—Prices of AMERICAN POST CARD can be found in Price List attached to this book, between the last page and cover.

Where Stocked—AMERICAN POST CARD is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

Samples—Actual samples of AMERICAN POST CARD can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERS for special sheet sizes, special substance weights, special finishes and special colors of AMERICAN POST CARD can be taken only for a definite delivery in quantities of not less than 90,000 pounds. *BUT* if AMERICAN POST CARD is being

run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 6,000 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 45,000 pounds.

Non-standard finishes in this grade are not made.

Under no condition can non-standard colors be made in quantities less than 90,000 pounds.

### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

AMERICAN POST CARD can only be made in widths (dimension across the grain) a multiple of which equals 125" to 138", but the minimum must be  $20\frac{1}{2}$ " and the maximum 46". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 52". Thus the maximum sheet size possible to make in AMERICAN POST CARD is 46" x 52" with the grain parallel to the 64" dimension.

Sheets 22",  $22\frac{1}{2}$ ", 44" and 45" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because these are the widths of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight that American Post Card can be made in is 110 pounds, the maximum 140 pounds, basis  $25\frac{1}{2}$  x  $30\frac{1}{2}$ .

IMPORTANT NOTICE: When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## ENVELOPES

The following Eagle-A paper in envelope form is suitable for use with AMERICAN POST CARD:

ARRIVÉ HALFTONE, Sub. 60-80—Page 182.

Envelopes made of this paper to fit any printed piece can be obtained from each Eagle-A Service House. The United States Envelope Company is the authorized manufacturer.

IMPORTANT: Complete information regarding Envelopes given on pages 68-75.

Weddings  
and Paps.

Mimeo-  
graphs

Annou-  
ment

Stationery  
Cabinets

Typewriter  
Papers

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Tablets

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# *Weddings and Papeteries*

## OF EAGLE-A QUALITY-STANDARDS

THE term "Weddings" applies to papers primarily designed for engraved announcements, invitations and cards. Appearance is the sole factor to be considered.

If furnished in white the stock must have neither a blue nor a yellow cast. If in colors the shade must be delicate, yet bright and pleasing. Two finishes—lawn and plated vellum—are used almost exclusively.

Two grades are adequate. To obtain the proper color and appearance only high-grade materials can be used.

The first grade, the purest white obtainable, is finished with the greatest care. All but perfect sheets are rejected in sorting. The second grade is made with the same care and attention to detail but from a different grade of material.

### PAPETERIES

The term "Papeteries" applies to papers for boxed stationery for social and business requirements.

These papers are primarily adapted for pen writing and for various other forms of impress. Appearance is their dominant quality.

They are supplied in a range of finishes and colors, as distinctive shades are often very desirable. The three Eagle-A Papeteries are graded according to the factors of appearance, strength and life as shown in the Relative Chart of Quality-Standard Weddings and Papeteries on page 227.

The following grades of the Eagle-A Line meet all requirements of Weddings and Papeteries:

GRADE	NAME	COLOR
Permanent I	Arden Wedding	White
	Biscay Wedding	White and six colors
Semi-Perm. I	Chesterfield Papeterie	White and six colors
	Dorrington Papeterie	White and six colors
Temporary III	Farnsworth Papeterie	White and six colors

# Weddings and Papeteries

## Relative Quality-Standards of Eagle-A Weddings and Papeteries

The numerals given below are relative only. They indicate the relation between the paper qualities in each grade.

Grade	Substance Weight Basis 17 x 22	Strength				Life	Appearance			Quality Index
		Bursting	Tensile	Folds	Tear		Color and Cleanliness	Surface and Formation	Handle	
Arden I	32	6.16	7.75	7.16	8.68	37.00	11.68	9.50	11.00	98.93
Biscay II	28	4.75	6.71	2.42	6.75	27.80	11.11	8.98	7.83	76.35
	32	5.42	7.60	2.75	7.72	27.80	11.11	8.98	8.93	80.31
	40	7.45	9.54	3.42	9.83	27.80	11.11	8.98	11.12	89.25
Chesterfield I	32	4.69	6.85	1.00	5.61	18.50	10.00	11.11	7.40	65.16
Dorington II	28	3.88	4.62	.83	5.61	18.50	11.11	7.65	8.17	60.37
	32	4.44	5.22	1.00	6.58	18.50	11.11	7.65	9.32	63.82
Farnsworth I	28	3.45	4.62	.83	5.61	3.70	10.00	7.21	7.21	42.63
	32	3.94	5.22	1.00	6.58	3.70	10.00	7.21	8.25	45.90

Weddings  
and Paps.

Mimeo-  
graphs

Annou-  
ment

Stationery  
Cabinets

Typewriter  
Papers

Writing  
Tablets

Special  
Papers

Eagle-A  
Line

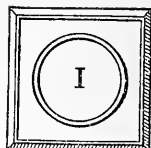
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# Arden Wedding



The First WEDDING Grade of  
EAGLE-A  
QUALITY-STANDARDS  
(UNWATERMARKED)



ARDEN WEDDING has the purest white color that it is possible to obtain in paper. It is made of all new white rags in order to provide a base stock capable of meeting the most exacting appearance requirement that may be demanded of paper for engraved announcements and invitations. It is supplied both in lawn and plated vellum finishes in single or pasted sheets.

ARDEN WEDDING is the first grade of the Eagle-A Line of Weddings, as indicated by the Wedding Chart of Relative Quality-Standards on page 227.

GENERAL USE—ARDEN WEDDING is adapted to the following uses when a paper of highest quality is required—

#### *Advertising*

Announcements  
Catalog Containers  
Greeting Cards  
Mailing Cards  
Menus  
Programs  
Tickets

#### *Stationery*

Envelopes  
Social Stationery  
Wedding Announcements

IMPRESS—*Suitable for Letterpress* (type, line cuts, Ben Day plates, coarse stipple)

“ “ Rotogravure  
“ “ Die Stamping  
“ “ Wood Cuts

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

SIZES and WEIGHTS—*Basis*  $21\frac{1}{2} \times 33$ —500 sheets to ream. Flat sheets, trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

#### WHITE ONLY

$21\frac{1}{2} \times (33)$ — $60\frac{1}{2}$ —76

#### LAWN FINISH

#### PLATED VELLUM

#### PASTED STOCK

$21\frac{1}{2} \times (33)$ — $2-60\frac{1}{2}$ 's— $3-60\frac{1}{2}$ 's

Sealed in  $\frac{1}{2}$  reams, pasted stock in packages of 100 sheets. Packed 500 to 600 pounds to case.

Prices—Prices of ARDEN WEDDING can be found in Price List attached to this book, between the last page and cover.

Where Stocked—ARDEN WEDDING is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.



*Samples*—Actual samples of ARDEN WEDDING can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

ARDEN WEDDING in cut sheets with envelopes to match in size and color can be found in the Announcement Line, page 247, carried in stock by all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERS for special sheet sizes, special substance weights, and special colors of ARDEN WEDDING can be taken only for a definite delivery in quantities of not less than 2,750 pounds. *BUT* if ARDEN WEDDING (white only) is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 550 pounds.

Non-standard weights can be furnished under the same conditions in minimum quantities of 1,100 pounds.

Non-standard finishes can be furnished under the same conditions in minimum quantities of 550 pounds.

Under no condition can non-standard colors be made in quantities less than 2,750 pounds.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

ARDEN WEDDING can be made only in widths (dimension across the grain) a multiple of which equals 58" to 66"; but the minimum must be 16" and the maximum 22". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 34". Thus the maximum sheet size possible to make in ARDEN WEDDING is 22" x 34" with the grain parallel to the 34" dimension.

## NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

**THE** minimum substance weight that ARDEN WEDDING can be made in is 20 pounds, the maximum 40 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## ARDEN WEDDING ENVELOPES

ARDEN WEDDING ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. The United States Envelope Company is the authorized manufacturer.

When ordering envelopes specify ARDEN WEDDING, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible, send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

Mimeo-  
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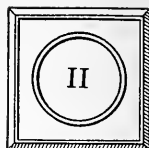
# Biscay Wedding

The Second WEDDING Grade of

EAGLE-A

QUALITY- STANDARDS

(UNWATERMARKED)



**B**ISCAY WEDDING is made with the same care and attention as ARDEN, but from materials slightly lower in grade. It is supplied in six colors and white in lawn or plated vellum finishes, either single or pasted sheets.

BISCAY is the second grade of the Eagle-A Line of Weddings, as indicated by Chart of Relative Quality-Standards on page 227.

**GENERAL USES**—BISCAY WEDDING is an excellent choice for any of the following purposes and especially when a variety of colors is desired—

<i>Advertising</i>		<i>Stationery</i>
Announcements	Menus	Envelopes
Envelopes	Programs	Social Stationery
Greeting Cards	Tickets	Wedding Announcements
Mailing Cards		

**IMPRESS**—*Suitable for* Letterpress (type, line cuts, Ben Day plates, coarse stipple)

“	“	Rotogravure
“	“	Die Stamping
“	“	Wood Cuts

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

**SIZES, WEIGHTS and COLORS**—*Basis*  $21\frac{1}{2} \times 33$ —500 sheets to ream. Flat sheets, trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

WHITE					
$21\frac{1}{2} \times (33)$ —53— $60\frac{1}{2}$ —76					
Buff	Blue	Gray	Pink	Green	Lavender
$22\frac{1}{2} \times (33)$ — $60\frac{1}{2}$					

LAWN FINISH  
PLATED VELLUM  
PASTED STOCK

$21\frac{1}{2} \times (33)$ — $2-60\frac{1}{2}$ 's— $3-60\frac{1}{2}$ 's

Sealed in  $\frac{1}{2}$  reams, pasted stock in packages of 100 sheets. Packed 500 to 600 pounds to case.

**Prices**—Prices of BISCAY WEDDING can be found in Price List attached to this book, between the last page and cover.

**Where Stocked**—BISCAY WEDDING is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of BISCAY WEDDING can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

BISCAY WEDDING in cut sheets with envelopes to match in size and color can be found in the Announcement Line, page 247, carried in stock by all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERS for special sheet sizes, special substance weights, and special colors of BISCAY WEDDING can be taken only for a definite delivery in quantities of not less than 3,300 pounds. *BUT* if BISCAY WEDDING in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths below in minimum quantities of 550 pounds.

Non-standard substance weights can be furnished under the same conditions in quantities of 1,100 pounds.

Non-standard finishes can be furnished under the same conditions in minimum quantities of 550 pounds.

Under no condition can non-standard colors be made in quantities of less than 3,300 pounds.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

BISCAY WEDDING can be made only in widths (dimension across the grain) a multiple of which equals 58" to 66"; but the minimum must be 16" and the maximum 22". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 34". Thus the maximum sheet size possible to make in BISCAY WEDDING is 22" x 34" with the grain parallel to the 34" dimension.

## NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight that BISCAY WEDDING can be made in is 20 pounds, the maximum 40 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## BISCAY WEDDING ENVELOPES

BISCAY WEDDING ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. The United States Envelope Company is the authorized manufacturer.

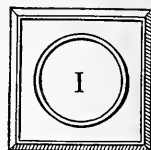
When ordering envelopes specify BISCAY WEDDING, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74). If possible, send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

# Chesterfield Papeterie



The First PAPETERIE Grade of  
EAGLE-A  
QUALITY-STANDARDS  
(UNWATERMARKED)



CHESTERFIELD PAPETERIE is designed to meet the most exacting requirements for social stationery. The colors are clear and delicate and the various finishes are designed to give a quality appearance containing nothing of the bizarre. CHESTERFIELD PAPETERIE is supplied in white and seven colors in lawn or plated vellum. Pasted stock for cards in either finish is also available.

CHESTERFIELD PAPETERIE is the first Papeterie Grade as indicated by the Papeterie Chart of Relative Quality-Standards on page 227.

GENERAL USES—CHESTERFIELD PAPETERIE can be recommended for the following—

<i>Advertising</i>		<i>Stationery</i>
Announcements	Menus	Envelopes
Greeting Cards	Programs	Social Stationery
Mailing Cards	Tickets	

IMPRESS—*Suitable for* Letterpress (type, line cuts, Ben Day plates, coarse stipple)  
 “ “ Rotogravure  
 “ “ Die Stamping  
 “ “ Wood Cuts

The various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

SIZES, WEIGHTS and COLORS—*Basis*  $21\frac{1}{2} \times 33$ —500 sheets to ream. Flat sheets, trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

WHITE AND COLORS						
White	Pink	Violet	Blue	Buff	Gray	Green
21½ x (33)—60½						

LAWN FINISH  
PLATED VELLUM  
PASTED STOCK

$21\frac{1}{2} \times (33)$ — $2-60\frac{1}{2}$ 's— $3-60\frac{1}{2}$ 's

Sealed in  $\frac{1}{2}$  reams, pasted stock in packages of 100 sheets. Packed 500 to 600 pounds to case.

Prices—Prices of CHESTERFIELD PAPETERIE can be found in Price List attached to this book, between the last page and cover.

*Where Stocked*—CHESTERFIELD PAPETERIE is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of CHESTERFIELD PAPETERIE can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes, special substance weights, special finishes and special colors of CHESTERFIELD PAPETERIE can be taken only for a definite delivery in quantities of not less than 3,850 pounds. *BUT* if CHESTERFIELD PAPETERIE in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 550 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 1,100 pounds.

Non-standard finishes can be furnished under the same conditions in minimum quantities of 550 pounds.

Under no condition can non-standard colors be made in quantities less than 3,850 pounds.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

CHESTERFIELD PAPETERIE can be made only in widths (dimension across the grain) a multiple of which equals 43" to 63"; but the minimum must be 16" and the maximum 22". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 34". Thus the maximum sheet size possible to make in CHESTERFIELD PAPETERIE is 22" x 34" with the grain parallel to the 34" dimension.

## NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight that CHESTERFIELD PAPETERIE can be made in is 20 pounds, the maximum 40 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## CHESTERFIELD PAPETERIE ENVELOPES

CHESTERFIELD PAPETERIE ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. The United States Envelope Company is the authorized manufacturer.

When ordering envelopes specify CHESTERFIELD PAPETERIE, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible, send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

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Stationery  
Cabinets

Typewriter  
Papers

Writing  
Tablets

Special  
Papers

Eagle-A  
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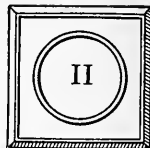
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# Dorrington Papeterie



The Second *PAPETERIE* Grade of  
EAGLE-A  
QUALITY-STANDARDS  
(UNWATERMARKED)



**D**ORRINGTON *PAPETERIE* is a high-grade paper suitable for almost all papeterie requirements. It is supplied in seven colors and in lawn and plated vellum finishes. Pasted sheets of *Dorrington Papeterie* in white and colors are also available.

*DORRINGTON PAPETERIE* is the second *Papeterie* Grade as indicated by the *Papeterie* Chart of Relative Quality-Standards on page 227.

**GENERAL USES**—*DORRINGTON PAPETERIE* offers a wide range of colors that adapts it particularly for the following uses—

## *Advertising*

Announcements  
Greeting Cards  
Mailing Cards  
Menus  
Programs  
Tickets

## *Stationery*

Envelopes  
Social Stationery  
Wedding Announcements

**IMPRESS**—*Suitable for* Letterpress (type, line cuts, Ben Day plates, coarse stipple)  
“ “ Rotogravure  
“ “ Die Stamping  
“ “ Wood Cuts

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

**SIZES, WEIGHTS and COLORS**—*Basis*  $21\frac{1}{2} \times 33$ —500 sheets to ream. Flat sheets, trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

## WHITE AND COLORS

White	Blue	Violet	Buff	Pink	Green	Gray
$21\frac{1}{2} \times (33)$ —53— $60\frac{1}{2}$						

## FINISHES

Plated Vellum, Lawn

## PASTED BRISTOL (WHITE AND COLORS)

$21\frac{1}{2} \times (33)$ —2-53's—3-53's  
 $21\frac{1}{2} \times (33)$ —2- $60\frac{1}{2}$ 's—3- $60\frac{1}{2}$ 's  
Sealed in  $\frac{1}{2}$  reams, pasted stock in packages of 100 sheets. Packed 500 to 600 pounds to case.

**Prices**—Prices of *DORRINGTON PAPETERIE* can be found in Price List attached to this book, between the last page and cover.

**Where Stocked**—*DORRINGTON PAPETERIE* is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

*Samples*—Actual samples of DORRINGTON PAPETERIE can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

DORRINGTON PAPETERIE *in cut sheets with envelopes to match* in size and color can be found in the Announcement Line, page 247, carried in stock by all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes, special substance weights, special finishes and special colors of DORRINGTON PAPETERIE can be taken only for a definite delivery in quantities of not less than 7,500 pounds. *BUT* if DORRINGTON PAPETERIE in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 1,100 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 2,200 pounds.

Non-standard finishes can be furnished under the same conditions in minimum quantities of 550 pounds.

Under no condition can non-standard colors be made in quantities less than 7,500 pounds.

## NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

DORRINGTON PAPETERIE can be made only in widths (dimension across the grain) a multiple of which equals 64" to 72"; but the minimum must be 16" and the maximum 22". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 34". Thus the maximum sheet size possible to make in DORRINGTON PAPETERIE is 22" x 34" with the grain parallel to the 34" dimension.

## NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight that DORRINGTON PAPETERIE can be made in is 20 pounds, the maximum 40 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## DORRINGTON PAPETERIE ENVELOPES

DORRINGTON PAPETERIE ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. The United States Envelope Company is the authorized manufacturer.

When ordering envelopes specify DORRINGTON PAPETERIE, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

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Stationery  
Cabinets

Typewriter  
Papers

Writing  
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Special  
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Eagle-A  
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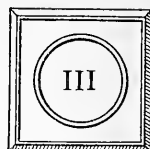
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# Farnsworth Papeterie



The Third PAPETERIE Grade of  
EAGLE-A  
QUALITY-STANDARDS  
(UNWATERMARKED)



**F**ARNSWORTH PAPETERIE is recommended for many of the less exacting social stationery requirements, especially where economy is a consideration. It is supplied in a range of white and seven colors in sectional linen or calender vellum finishes. White and colors are available in pasted sheets.

FARNSWORTH PAPETERIE is the third Papeterie Grade as indicated by the Papeterie Chart of Relative Quality-Standards on page 227.

**GENERAL USES**—FARNSWORTH PAPETERIE is adapted for the following purposes—

<i>Advertising</i>		<i>Stationery</i>
Announcements	Menus	Envelopes
Greeting Cards	Programs	Social Stationery
Mailing Cards	Tickets	

**IMPRESS**—*Suitable for* Letterpress (type, line cuts, Ben Day plates, coarse stipple)  
 “ “ Rotogravure  
 “ “ Die Stamping  
 “ “ Wood Cuts

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

**SIZES, WEIGHTS and COLORS**—*Basis* 21½ x 33—500 sheets to ream. Flat sheets, trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

## WHITE AND COLORS

White	Buff	Blue	Green	Gray	Pink	Lavender
-------	------	------	-------	------	------	----------

21½ x (33)—53—60½

## SECTIONAL LINEN CALENDER VELLUM PASTED STOCK

(White and Colors)

21½ x (33)—2-53's—3-53's—2-60½'s—3-60½'s

Sealed in ½ reams, pasted stock in packages of 100 sheets. Packed 600 to 600 pounds to case.

**Prices**—Prices of FARNSWORTH PAPETERIE can be found in Price List attached to this book, between the last page and cover.

**Where Stocked**—FARNSWORTH PAPETERIE is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.



*Samples*—Actual samples of FARNSWORTH PAPETERIE can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERS for special sheet sizes, special substance weights, special finishes and special colors of FARNSWORTH PAPETERIE can be taken only for a definite delivery in quantities of not less than 10,000 pounds. *BUT* if FARNSWORTH PAPETERIE in the required color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 1,650 pounds.

Non-standard substance weights can be furnished under the same conditions in quantities of 3,300 pounds.

Non-standard plate finishes can be furnished in minimum quantities of 550 pounds, but calendered finishes require at least 1,650 pounds.

Under no condition can non-standard colors be made in quantities of less than 10,000 pounds.

### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE.

FARNSWORTH PAPETERIE can only be made in rolls in widths (dimension across the grain) a multiple of which equals 64" to 72", but the minimum must be 16" and maximum 36". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 52". Thus the maximum sheet size possible to make in FARNSWORTH PAPETERIE is 36" x 52" with the grain parallel to the 52" dimension.

However, the maximum size possible in plate finished sheets is 22" x 34", with the grain parallel to the 34" dimension.

Sheets 21½" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because this is the width of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

**T**HE minimum substance weight that FARNSWORTH PAPETERIE can be made in is 20 pounds, the maximum 40 pounds. •

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## FARNSWORTH PAPETERIE ENVELOPES

FARNSWORTH PAPETERIE ENVELOPES to fit any printed piece can be obtained from each Eagle-A Service House. The United States Envelope Company is the authorized manufacturer.

When ordering envelopes specify FARNSWORTH PAPETERIE, weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

# *Mimeograph Papers*

## OF EAGLE-A QUALITY-STANDARDS

**M**IMEOGRAPH paper, as the term implies, has been developed for use in connection with the mimeograph duplicating machine.

The principal characteristic of these papers is a high degree of absorbency. This is demanded in order that the sheets as mimeographed may stack without any blurring of the ink. Ink must strike into the surface at once. For mimeograph papers of a better class which may be used for mailing purposes or for preservation, some attention must be given to appearance. Great strength cannot be expected in papers of this type because the proper absorbency can be obtained only at a sacrifice of strength in the paper.

The requirements to be met by mimeograph papers are, therefore, much more limited than for most other papers. Consequently, the Eagle-A Line of Mimeograph Papers contains but two grades. Both of these papers have the same degree of absorbency, but the first grade possesses also a high color and exceptionally uniform texture which give it the necessary appearance demanded for high-class mimeograph work.

In the following pages, which are devoted to detailed descriptions of the Eagle-A Mimeograph Papers and include a relative Chart on page 239, the proper distinction between these grades is drawn and recommendations for specific uses are made.

These two Mimeograph grades of the Eagle-A Line meet all requirements:

GRADE	NAME	COLOR
Semi-Perm. I	Peerless	White
Temporary II	Delta	White and three colors

# Mimeograph Papers

## Relative Quality-Standards of Eagle-A Mimeograph Papers

The numerals given below are relative only. They indicate the relation between the paper qualities in each grade

Grade	Substance Weight Basis 17 x 22	Strength			Life	Appearance			Quality Index
		Bursting	Tensile	Folds		Tear	Color and Cleanliness	Surface and Formation	Handle
Peerless I	16	1.70	2.68	.03	7.40	2.63	6.67	6.35	5.71
	20	2.16	3.43	.04	7.40	3.51	6.67	6.35	7.14
Delta II	16	1.70	2.68	.03	3.33	2.63	3.89	6.35	5.71
	20	2.16	3.43	.04	3.33	3.51	3.89	6.35	7.14

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# Peerless Mimeograph

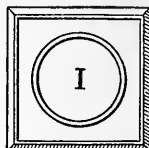


The First MIMEOGRAPH Grade of

EAGLE-A

QUALITY-STANDARDS

(WATERMARKED "PEERLESS MIMEOGRAPH")



**P**EEERLESS MIMEOGRAPH is a mimeograph paper possessed of the degree of absorbency required for this specialized use. It is made under conditions that insure uniformity of surface and ability to furnish an exceptional number of good, clear copies from a single stencil. It is supplied in laid formation and a clear white color only. The paper is especially attractive in appearance.

PEERLESS MIMEOGRAPH is the first grade of the Eagle-A Line of Mimeograph Papers as indicated in the Mimeograph Chart of Relative Quality-Standards on page 239.

**GENERAL USES**—PEERLESS MIMEOGRAPH is recommended for use in the following cases where mimeographed matter is to be mailed to outside addresses or to be subjected to more than ordinary handling and exposure—

**IMPRESS**—*Suitable for* Letterpress (type, line cuts, Ben Day plates, coarse stipple)  
“ “ Mimeographing

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

THE right side of the sheet for printing (or felt side) faces the reader when the watermark reads correctly from left to right.

**SIZES and WEIGHTS**—*Basis* 17 x 22—500 sheets to ream. Flat sheets. Trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

#### WHITE LAID ONLY

16 x (26)—	—22	17 x (28)—	20½—25½
17 x (22)—	16—20	(22) x 34	—32 —40
17 x (26)—	—23½		

Sealed in reams, packed 500 to 600 pounds to case.

**Prices**—Prices of PEERLESS MIMEOGRAPH can be found in Price List attached to this book, between the last page and cover.

**Where Stocked**—PEERLESS MIMEOGRAPH is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

**Samples**—Actual samples of PEERLESS MIMEOGRAPH can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**ORDERS** for special sheet sizes, special substance weights, special finishes and special colors of **PEERLESS MIMEOGRAPH** can be taken only for a definite delivery in quantities of not less than 8,000 pounds. *BUT* if **PEERLESS MIMEOGRAPH** (white only) is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 1,650 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 3,300 pounds.

Non-standard finishes in this grade are not made.

Under no condition can non-standard colors be made in quantities of less than 8,000 pounds.

### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

**PEERLESS MIMEOGRAPH** can be made only in widths (dimension across the grain) a multiple of which equals 66" to 75"; but the minimum must be 17" and the maximum 37½". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 52". Thus the maximum sheet size possible to make in **PEERLESS MIMEOGRAPH** is 37½" x 52" with the grain parallel to the 52" dimension.

Sheets 34" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because this is the width of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

**THE** minimum substance weight that **PEERLESS MIMEOGRAPH** can be made in is 16 pounds, the maximum 24 pounds.

**IMPORTANT NOTICE:** When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

## ENVELOPES

The following Eagle-A papers in envelope form are suitable for use with **PEERLESS MIMEOGRAPH** paper:

ACCEPTANCE BOND, Sub. 20-24—Page 124

NORMAN BOND, Sub. 20-24—Page 126

TELEPHONE BOND, Sub. 20-24—Page 128

Envelopes made of these papers to fit any printed piece can be obtained from each Eagle-A Service House. The United States Envelope Company is the authorized manufacturer.

When ordering envelopes specify any one of the papers above with the weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible, send sample dummy showing the above.

**IMPORTANT:** Complete information regarding Envelopes given on pages 68-75.

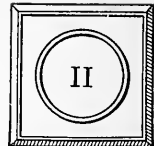
# Delta Mimeograph



The Second MIMEOGRAPH Grade of

EAGLE-A  
QUALITY - STANDARDS

(UNWATERMARKED)



**D**ELTA MIMEOGRAPH possesses the required absorbency for mimeograph use. It is supplied in laid formation in white, pink, blue and buff.

DELTA MIMEOGRAPH is the second grade of the Eagle-A Line of Mimeograph Papers as indicated on the Mimeograph Chart of Relative Quality-Standards on page 239.

**GENERAL USES**—DELTA MIMEOGRAPH is recommended for uses as a mimeograph paper for intra-company work, or for special bulletins where the printed matter is of a temporary nature—

**IMPRESS**—*Suitable for* Letterpress (type, line cuts, Ben Day plates, coarse stipple)  
“ “ Mimeographing

THE various types of impress as indicated above are those which can be successfully applied under ordinary conditions. The application of other forms of impress is left to the judgment of the printer.

**SIZES, WEIGHTS and COLORS**—*Basis 17 x 22—500 sheets to ream.* Flat sheets, trimmed four sides, stocked as follows:

(Grain runs parallel to dimension in parentheses.)

WHITE, PINK, BUFF AND BLUE LAID

17 x (22)—16	—20	(22) x 34—32—40
17 x (28)—20½	—25½	

Sealed in reams, packed 500 to 600 pounds to case.

**Prices**—Prices of DELTA MIMEOGRAPH can be found in Price List attached to this book, between the last page and cover.

**Where Stocked**—DELTA MIMEOGRAPH is carried in stock by all Eagle-A Service Houses, a list of which is given on the first inside page of Price List.

**Samples**—Actual samples of DELTA MIMEOGRAPH can be found in the Eagle-A Cabinet of Sample Books. This cabinet, or samples for dummies, can be obtained from all Eagle-A Service Houses.

## NON-STANDARD SPECIFICATIONS

**O**RDERs for special sheet sizes, special substance weights, special finishes and special colors of DELTA MIMEOGRAPH can be taken only for a definite delivery in quantities of not less than 15,000 pounds. *BUT if* DELTA MIMEOGRAPH in the re-

quired color is being run at the mill at the time the paper is desired, or if the buyer can wait until it is to be run, then—

Non-standard sheet sizes can be cut in any lengths or widths described below in minimum quantities of 2,200 pounds.

Non-standard substance weights can be furnished under the same conditions in minimum quantities of 4,400 pounds.

Non-standard finishes in this grade are not made.

Under no condition can non-standard colors be made in quantities less than 12,000 pounds.

#### NON-STANDARD SHEET SIZES POSSIBLE TO MAKE

DELTA MIMEOGRAPH can be made only in widths (dimension across the grain) a multiple of which equals 80" to 88"; but the minimum must be 16" and the maximum 44". Sheets can be cut from these widths in lengths (dimension parallel to the grain) from 16" to 52". Thus the maximum sheet size possible to make in DELTA MIMEOGRAPH, in colors, is 44" x 52" with the grain parallel to the 52" dimension.

Sheets 34" wide by any length between the limits given above can often be delivered more quickly than sheets in other widths, because this is the width of the rolls from which the standard size sheets are cut, and it is sometimes possible to cut sheets from these rolls in special lengths before the rolls have been sheeted.

#### NON-STANDARD SUBSTANCE WEIGHTS POSSIBLE TO MAKE

THE minimum substance weight that DELTA MIMEOGRAPH can be made in is 16 pounds, the maximum 24 pounds.

IMPORTANT NOTICE: When an order is ready to be placed for making paper, it is always advisable to get in touch with an Eagle-A Service House because conditions at the mill may permit the company to meet the buyer's requirements more closely than the provisions set forth above would indicate.

#### ENVELOPES

The following Eagle-A papers in envelope form are suitable for use with DELTA MIMEOGRAPH paper:

ACCEPTANCE BOND, Sub. 20-24—Page 124  
NORMAN BOND, Sub. 20-24—Page 126  
TELEPHONE BOND, Sub. 20-24—Page 128

Envelopes made of these papers to fit any printed piece can be obtained from each Eagle-A Service House. The United States Envelope Company is the authorized manufacturer.

When ordering envelopes specify any one of the papers above with the weight, color, finish, quantity and style. (Envelope styles shown on pages 71-74.) If possible, send sample dummy showing the above.

IMPORTANT: Complete information regarding Envelopes given on pages 68-75.

Announcement Line

Stationery Cabinets

Typewriter Papers

Writing Tablets

Special Papers

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# Converted Forms of Eagle-A Papers

SMALL SHEETS AND CARDS WITH ENVELOPES TO MATCH—

BOXED STATIONERY—TYPEWRITER PAPERS—

WRITING TABLETS

Several of the various kinds and grades of Eagle-A Quality-Standard Papers are available in convenient and attractive forms for formal, social and commercial use. These converted papers are divided into the following.

## *Eagle-A Announcement Papers*

Folded and flat sheets and cards—plain and paneled—with envelopes to match in both color and size.....	246-249
Wedding Announcements in Cabinets.....	250
Stork Announcements.....	251
Visiting Cards.....	252
Mourning Stationery.....	253
Boxed Stationery.....	254

## *Commercial Stationery*

Cabinets of sheets and envelopes to match.....	255-259
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## *Typewriter Papers*

A grade for each requirement.....	260-273
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## *Writing Tablets*

Nine grades.....	274
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Eagle-A Quality-Standard Announcement Papers and Commercial Stationery are obtainable from Eagle-A Service Houses, stationers, printers, lithographers, engravers and from the stationery departments of the better class of department stores. All grades of Quality-Standard Typewriter Papers are sold by stationers, and may also be obtained from Service Houses, printers, lithographers and engravers. Eagle-A Writing Tablets, in convenient sizes, are regularly stocked by the leading stationers, department stores and drug stores.



# The Eagle-A Announcement Line

CONSISTING OF FOLDED AND FLAT SHEETS AND CARDS (PLAIN AND PANELED), WITH MATCHED ENVELOPES IN COLOR AND SIZE, IN POPULAR SIZES FOR SOCIAL STATIONERY AND COMMERCIAL USES

THE Eagle-A Announcement Line has been developed to give the printer, engraver and stationer a complete range of sheets and cards with envelopes to match made from Eagle-A Quality-Standard Papers, each of which has been carefully graded and standardized in content and process of making to produce the greatest possible uniformity and at the lowest cost.

## GENERAL USES

A LINE such as this Announcement Line can be used, not only for social and stationery purposes, but also with great effectiveness for advertising, business announcements, folders, envelope stuffers, mailing cards, menus, programs, tickets, etc., when the piece must express quality and conditions are such that it can be printed one at a time.

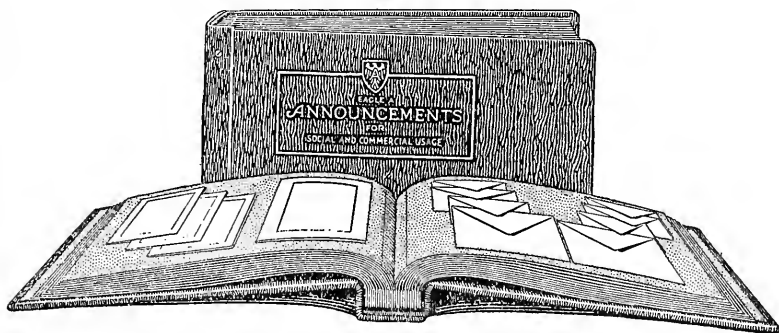
Any single item in the Eagle-A Announcement Line can be obtained in bulk, packed separately in boxes, with the exception of Stork Announcements.

A special feature of this line is the cabinets of Wedding Announcements and Stork Announcements which have been developed for printers and stationers to meet the occasions when comparatively small quantities are required. The cabinets are original in design and appearance and express taste and quality even to the most critical judgment.

There are two general classes of paper into which this line may be divided—the first and a de luxe grade, the distinctive DECKLE D'AIGLE, a hand-fashioned paper, each piece of which, whether card or envelope, is deckled on all four edges. This paper is the extreme of quality and has strength and wearing surpassed only by the first grade of Eagle-A Bonds.

The second class consists of fine quality-standard machine-made papers, carefully graded in quality and price to fit all use-requirements.

Printers and stationers may obtain a complete sample book, "Eagle-A Announcements for Social and Commercial Purposes," from their Service Houses on request. This book contains actual samples of every item in the Announcement Line, showing quality, styles and finishes. It is a book that will be found distinctly helpful and convenient for anyone who buys this class of paper.



Announcement Line

Stationery Cabinets

Typewriter Papers

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# Folded and Flat Sheets and Cards

## Plain and Paneled, with matched Envelopes in Color and Size

### HOW TO ORDER

To order, select the grade of stock (1st column), the color (2d column), the finish (3d column), and the style and size (all columns shown under "Styles and Sizes").

Each item number in **bold** automatically indicates the grade, color, finish and substance number. To show whether the item is to be in sheets, envelopes or cards, as well as the style, of each, the proper **bold** letter must be specified with the item number.

Example: If DECKLE D'ANGLE is desired in white, hand fashioned and substance 32, item 011 indicates these specifications.

If the stock is to be in sheets, 011A shows folded plain, size  $5\frac{1}{2} \times 7$ .

If it is to be in envelopes as well, 011D indicates an outside envelope,  $3\frac{3}{4} \times 5\frac{3}{4}$ .

Adding J to 011 shows that the DECKLE D'ANGLE white, hand fashioned, substance 32, is desired in cards, long fold,  $5\frac{1}{2} \times 7$ .

If the item is desired in sheets, envelopes and cards, the item number should be repeated three times with the proper symbol after each; do not add two or more symbols to an item number.

**GENERAL USES**  
Formal, social and semi-social stationery, high-grade commercial announcements, envelopes, enclosures, and for greeting cards, menus, programs, tickets.

**SAMPLES**  
Samples of each piece may be obtained from any Eagle-A Service House listed on the first page of the Price List.

**WHERE STOCKED**  
All items restocked by each Eagle-A Service House.

**PACKING**  
All sheets, cards and envelopes are boxed separately. **DECKLE D'ANGLE** packed 100 cards, sheets or envelopes to a box—5 boxes to the carton. Other papers packed 256 cards or sheets—envelopes 250 to the box.

**PRICES**  
All prices will be found in the Price List between the back cover and end leaf of this book.

### STYLES AND SIZES

GRADE	COLOR	FINISH	SHEETS			ENVELOPES			CARDS					Sheet Sub. No.	Item Number
			Folded Plain—A	Folded Panel—B	Plain Flat—G	Ungrammed Inside—C	Regu-lar—CC	Out-side—D	Single Plain—E	Single Paneled—F	Short Fold—H	Long Fold—J	Paneled Broad Fold—Bj		
Deckle d'Aigle (Also obtainable in standard book paper sizes. See pages 170 and 202. For boxed stationery, see page 254.)	White	Hand Fashioned	5½ x 7	.....	.....	.....	.....	3¾ x 5¾	3½ x 5½	.....	3½ x 11	5½ x 7	.....	32	011
	Brown	"	5½ x 7	.....	.....	.....	.....	3¾ x 5¾	3½ x 5½	.....	3½ x 11	5½ x 7	.....	32	012
	Gray	"	5½ x 7	.....	.....	.....	.....	3¾ x 5¾	3½ x 5½	.....	3½ x 11	5½ x 7	.....	32	013
	Blue	"	5½ x 7	.....	.....	.....	.....	3¾ x 5¾	3½ x 5½	.....	3½ x 11	5½ x 7	.....	32	016
	White	"	7¼ x 7¼	.....	.....	.....	.....	3¾ x 7¼	3½ x 7½	.....	.....	.....	.....	32	021
	Gray	"	7¼ x 7¼	.....	.....	.....	.....	3¾ x 7¼	3½ x 7½	.....	.....	.....	.....	32	023
	White	"	.....	.....	7¼ x 10½	.....	.....	.....	.....	.....	.....	.....	.....	32	031
	Gray	"	.....	.....	7¼ x 10½	.....	.....	.....	.....	.....	.....	.....	.....	32	033
White	"	6½ x 4¾	.....	.....	.....	.....	5½ x 7	4¾ x 6½	.....	4¾ x 13	6½ x 9¾	.....	32	041	

# Styles and Sizes—Sheets, Cards and Envelopes—(Continued)

Styles and Sizes—Sheets, Cards and Envelopes—(Continued)			Sheet Sub. No.	Item Number											
GRADE	COLOR	FINISH	SHEETS			ENVELOPES			CARDS						
			Folded Plain—A	Folded Panel—B	Plain Flat—G	Ungummed Inside—C	Regu- lar—CC	Out- side—D	Single Plain—E	Single Paneled—F	Short Fold—H	Long Fold—J	Paneled Broad Fold—BJ		
Arden Wedding (Also obtainable in standard wed- ding and papeterie sheet sizes. See page 228)	White	Vellum	6½ x 8½ 5 x 8 5½ x 6½ 5½ x 7	6½ x 8½ 5 x 8 5½ x 6½ 5½ x 7	.....	4½ x 6½ 4½ x 5½ 3½ x 6 3½ x 5½	4½ x 6½ 4½ x 5½ 3½ x 6 3½ x 5½	4½ x 6½ 4½ x 5½ 3½ x 6 3½ x 5½	.....	.....	.....	.....	.....	40	*1111
	"	"	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	40	*1511
	"	"	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	40	*1611
	"	"	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	40	*1711
Biscay Wedding (Also obtainable in standard wed- ding and papeterie sheet sizes. See page 230)	White	Vellum	6½ x 8½ 5 x 8 5½ x 6½ 5½ x 7	6½ x 8½ 5 x 8 5½ x 6½ 5½ x 7	.....	4½ x 6½ 4½ x 5½ 3½ x 6 3½ x 5½	4½ x 6½ 4½ x 5½ 3½ x 6 3½ x 5½	4½ x 6½ 4½ x 5½ 3½ x 6 3½ x 5½	.....	.....	.....	.....	.....	36	*2111
	"	"	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	36	*2511
	"	"	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	36	*2611
	"	"	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	36	*2711
Dorrington Wedding	White	Vellum	6½ x 8½ 5 x 8 5½ x 6½ 5½ x 7	6½ x 8½ 5 x 8 5½ x 6½ 5½ x 7	.....	4½ x 6½ 4½ x 5½ 3½ x 6 3½ x 5½	4½ x 6½ 4½ x 5½ 3½ x 6 3½ x 5½	4½ x 6½ 4½ x 5½ 3½ x 6 3½ x 5½	.....	.....	.....	.....	.....	36	*4111
	"	"	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	36	*4511
	"	"	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	36	*4611
	"	"	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	36	*4711
Dorrington Papeterie (Also obtainable in standard wed- ding and papeterie sheet sizes. See page 234)	Gray	Vellum	6½ x 8½ 8 x 5½ 8 x 5½ 8 x 5½ 8 x 5½ 8 x 5½ 8 x 5½ 8 x 5½ 8 x 5½ 8 x 5½ 8 x 5½ 8 x 5½ 8 x 5½ 8 x 5½ 8 x 5½	6½ x 8½ 8 x 5½ 8 x 5½ 8 x 5½ 8 x 5½ 8 x 5½ 8 x 5½ 8 x 5½ 8 x 5½ 8 x 5½ 8 x 5½ 8 x 5½ 8 x 5½ 8 x 5½ 8 x 5½	.....	.....	.....	.....	.....	.....	.....	.....	.....	32	4131
	White	Lawn	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	32	4311
	"	Oak Grain	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	32	4312
	"	Crush	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	32	4315
	"	Scotch Plaid	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	32	4316
	"	Satin Stripe	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	32	4317
	Buff	Quadrille	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	32	4319
	"	Lawn	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	32	4320
	"	Oak Grain	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	32	4322
	"	Coarse Rib	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	32	4323
	"	Vellum	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	32	4325
	White	Quadrille	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	32	4328
	Gray	Lawn	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	32	4328
	"	Oak Grain	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	32	4331
	"	Coarse Rib	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	32	4332
Blue	"	Vellum	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	32	4430
	"	Oak Grain	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	32	4432
	"	Coarse Rib	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	32	4433
	"	Vellum	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	32	4435
	"	Oak Grain	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	32	4436
	"	Crush	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	32	4465
	"	Satin Stripe	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	32	4466
	White	Lawn	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	32	4467

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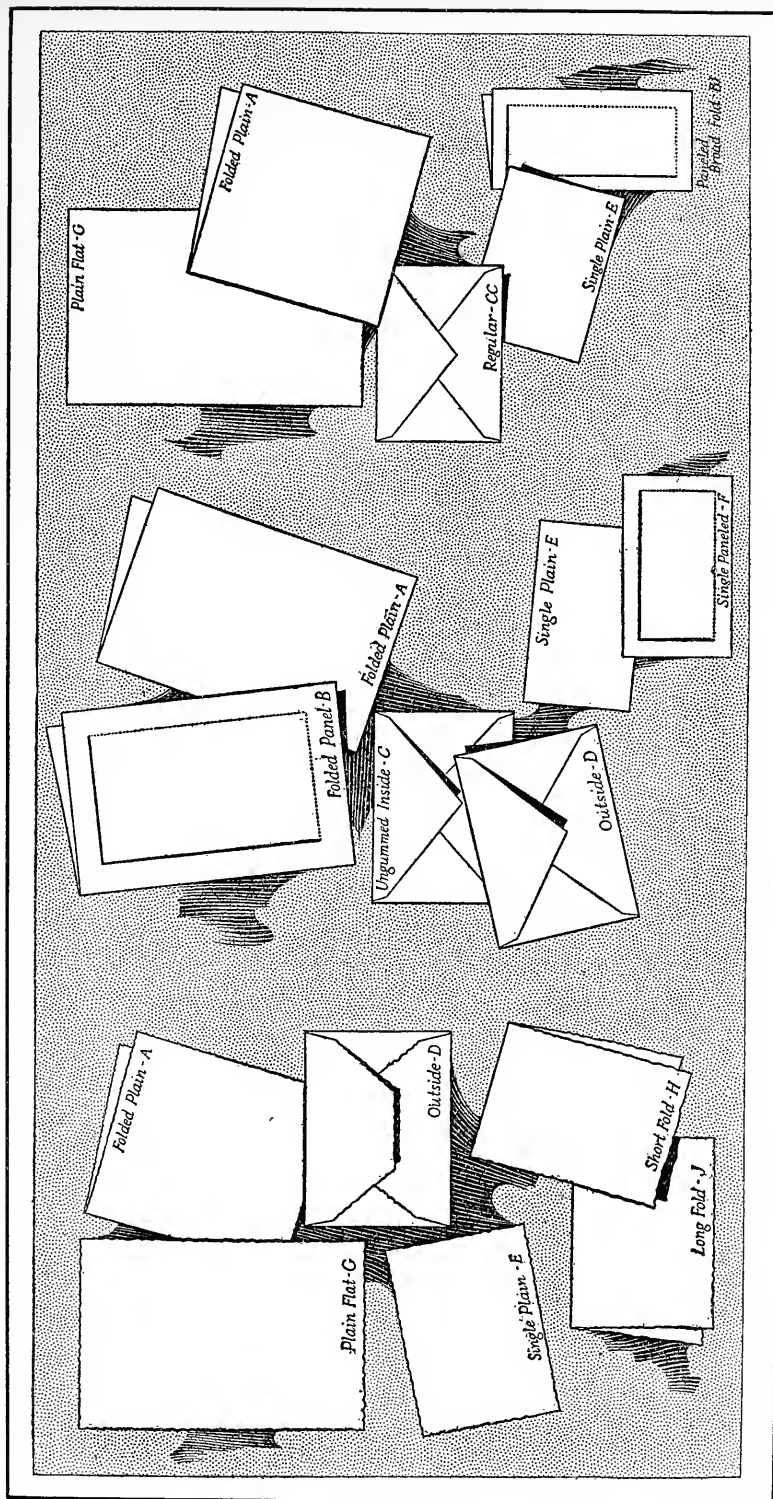
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Styles and Sizes—Sheets, Cards and Envelopes—(Continued)										Sheet Sub. No.	Item Number					
GRADE	COLOR	FINISH	SHEETS			ENVELOPES			CARDS							
			Folded Plain—A	Folded Panel—B	Plain Flat—G	Ungummed Inside—C	Regu-lar—CC	Out-side—D	Single Plain—E	Single Paneled—F	Short Fold—H	Long Fold—J	Paneled Broad Fold—BJ			
Coupon Bond (Also obtainable in standard bond sizes. See page 112)	White	Unglazed	.....	.....	7 1/4 x 10 1/2	.....	.....	3 3/8 x 7 1/2	.....	.....	.....	.....	.....	.....	24	5414
	Cafe	"	.....	.....	7 1/4 x 10 1/2	.....	.....	3 3/8 x 7 1/2	.....	.....	.....	.....	.....	.....	20	5424
	Gray	"	.....	.....	7 1/4 x 10 1/2	.....	.....	3 3/8 x 7 1/2	.....	.....	.....	.....	.....	.....	20	5434
	Blue	"	.....	.....	7 1/4 x 10 1/2	.....	.....	3 3/8 x 7 1/2	.....	.....	.....	.....	.....	.....	20	5464
Old Chester Mills (Also obtainable in standard writing sizes. See page 156)	White	Satin	.....	.....	.....	.....	.....	4 1/2 x 5 3/4	.....	.....	.....	.....	.....	.....	24	6313
	"	Antique	.....	.....	.....	.....	.....	4 1/2 x 5 3/4	.....	.....	.....	.....	.....	.....	24	6314
	"	Satin	.....	.....	.....	.....	.....	3 3/8 x 7 1/2	.....	.....	.....	.....	.....	.....	24	6413
	"	Antique	.....	.....	.....	.....	.....	3 3/8 x 7 1/2	.....	.....	.....	.....	.....	.....	24	6414
American Vellum (Also obtainable in standard book sizes. See page 172)	White	Plate	.....	.....	.....	.....	.....	5 x 6	.....	.....	.....	.....	.....	.....	32	7213
	"	Antique	.....	.....	.....	.....	.....	5 x 6	.....	.....	.....	.....	.....	.....	32	7214
	Gray	Plate	.....	.....	.....	.....	.....	5 x 6	.....	.....	.....	.....	.....	.....	32	7233
	India	Antique	.....	.....	.....	.....	.....	5 x 6	.....	.....	.....	.....	.....	.....	32	7234
Agawam Announcement (Also obtainable in standard bond sizes. See page 114)	White	Antique	.....	.....	.....	.....	.....	5 x 6	.....	.....	.....	.....	.....	.....	32	7283
	Brown	"	.....	.....	.....	.....	.....	5 x 6	.....	.....	.....	.....	.....	.....	32	7284
	Blue	"	.....	.....	.....	.....	.....	5 x 6	.....	.....	.....	.....	.....	.....	27	8214
	Terra Cotta	"	.....	.....	.....	.....	.....	5 x 6	.....	.....	.....	.....	.....	.....	27	8224
Chromatic (Obtainable in sheets. See any Service House for details)	White	Antique	.....	.....	.....	.....	.....	3 3/8 x 7 1/2	.....	.....	.....	.....	.....	.....	27	8264
	Brown	"	.....	.....	.....	.....	.....	3 3/8 x 7 1/2	.....	.....	.....	.....	.....	.....	27	8294
	Blue	"	.....	.....	.....	.....	.....	3 3/8 x 7 1/2	.....	.....	.....	.....	.....	.....	27	8414
	Terra Cotta	"	.....	.....	.....	.....	.....	3 3/8 x 7 1/2	.....	.....	.....	.....	.....	.....	27	8424
Chromatic (Obtainable in sheets. See any Service House for details)	Brown	Vellum	.....	.....	.....	.....	.....	4 1/2 x 5 1/2	.....	.....	.....	.....	.....	.....	27	8464
	Gray	"	.....	.....	.....	.....	.....	4 1/2 x 5 1/2	.....	.....	.....	.....	.....	.....	27	8494
	Pink	"	.....	.....	.....	.....	.....	4 x 5	.....	.....	.....	.....	.....	.....	22	9521
	Violet	"	.....	.....	.....	.....	.....	4 x 5	.....	.....	.....	.....	.....	.....	22	9531
Chromatic (Obtainable in sheets. See any Service House for details)	Green	"	.....	.....	.....	.....	.....	4 x 5	.....	.....	.....	.....	.....	.....	22	9541
	Buff	"	.....	.....	.....	.....	.....	4 x 5	.....	.....	.....	.....	.....	.....	22	9551
	Gray	"	.....	.....	.....	.....	.....	4 x 5	.....	.....	.....	.....	.....	.....	22	9571
	Pink	"	.....	.....	.....	.....	.....	4 x 5	.....	.....	.....	.....	.....	.....	22	9581

\*These sizes can also be obtained in cabinet form. (See page 250.)



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# Cabinets of Wedding Announcements

## HOW TO ORDER

To order, select the grade of stock (1st column), the color (2d column), the finish (3d column), and the style and size (all columns shown under "Styles and Sizes"). Each item number in bold type automatically indicates the grade, color, finish and substance number. To show whether the item is to be in sheets, envelopes or cards, as well as the style of each, the proper bold letter must be specified with the item number.

## GENERAL USES

Formal and high-grade commercial announcements.

## SAMPLES

Samples of each piece may be obtained from any Eagle-A Service House listed on the Price List.

## WHERE STOCKED

All items are stocked by each Eagle-A Service House.

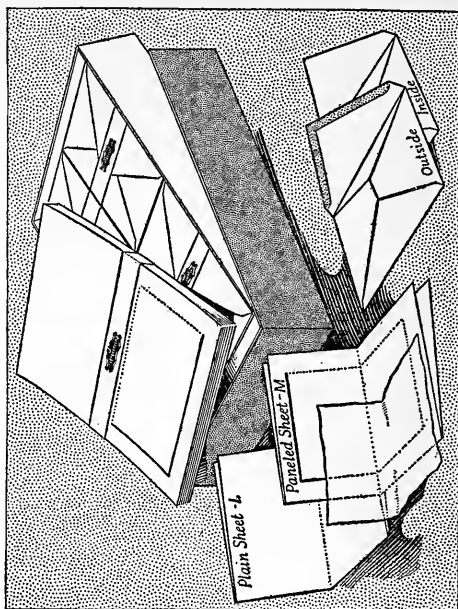
## PACKING

In Cabinets containing 52 sheets, 30 tissue slip sheets, 30 inside envelopes, 3 outside envelopes, 3 cabinets to carton.

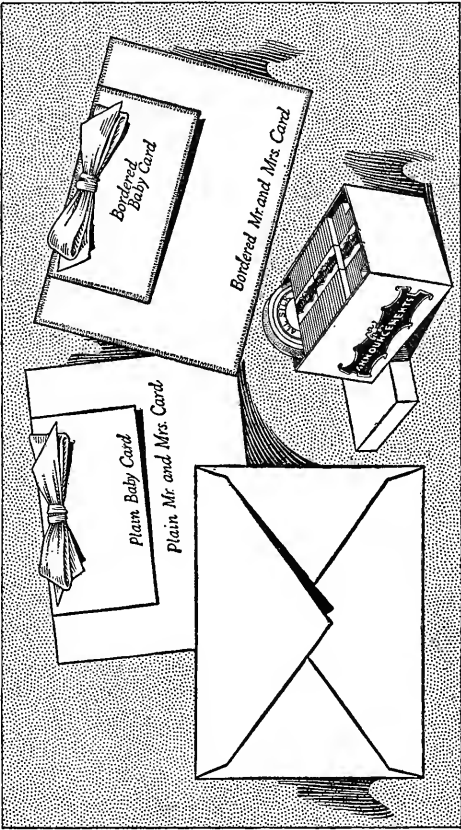
## PRICES

All prices will be found in the Price List between the back cover and end leaf of this book.

GRADE	COLOR	FINISH	Sheet Sub. Wt.	STYLES AND SIZES				Item Number
				SHEETS	ENVELOPES		Outside	
					Plain— L	Paneled— M		
Arden Wedding (Also obtainable in standard paperette and wedding sizes. See page 228)	White	Vellum	40	5½ x 7 5½ x 6¾ 5 x 8 6½ x 8½	5½ x 7 5½ x 6¾ 5 x 8 6½ x 8½	3½ x 5½ 3½ x 6 4½ x 5½ 4½ x 6½	3½ x 5½ 3½ x 6¾ 4½ x 5½ 4½ x 6½	1711 1611 1511 1111
	"	"	40					
	"	"	40					
	"	"	40					
Biscay Wedding (Also obtainable in standard paperette and wedding sizes. See page 230)	White	Vellum	36	5½ x 7 5½ x 6¾ 5 x 8 6½ x 8½	5½ x 7 5½ x 6¾ 5 x 8 6½ x 8½	3½ x 5½ 3½ x 6 4½ x 5½ 4½ x 6½	3½ x 5½ 3½ x 6¾ 4½ x 5½ 4½ x 6½	2711 2611 2511 2111
	"	"	36					
	"	"	36					
	"	"	36					
Dorington Wedding (Also obtainable in standard paperette and wedding sizes. See page 234)	White	Vellum	36	5½ x 7 5½ x 6¾ 5 x 8 6½ x 8½	5½ x 7 5½ x 6¾ 5 x 8 6½ x 8½	3½ x 5½ 3½ x 6 4½ x 5½ 4½ x 6½	3½ x 5½ 3½ x 6¾ 4½ x 5½ 4½ x 6½	4711 4611 4511 4111
	"	"	36					
	"	"	36					
	"	"	36					



# Stork Announcements

HOW TO ORDER Specify item number and quantity.		SAMPLES Samples of each piece may be obtained from any Eagle-A Service House listed on the Price List.	WHERE STOCKED All items are stocked by each Eagle-A Service House.	PACKING In boxes containing 50 cards, baby cards and envelopes, with spool ribbon for 50 ties.	GENERAL USES Pink: For announcing birth of girl. Blue: For announcing birth of boy.	PRICES All prices will be found in the Price List between the back cover and end leaf of this book.
COLOR	SIZE		Item Number			
	Mr. and Mrs.	Baby				
Plain White	2½ x 3½	1⅞ x 2¼	311			
Plain Pink	2½ x 3½	1⅞ x 2¼	341			
Plain Blue	2½ x 3½	1⅞ x 2¼	361			
White, Pink Bor.	2½ x 3½	1⅞ x 2¼	314			
White, Blue Bor.	2½ x 3½	1⅞ x 2¼	316			

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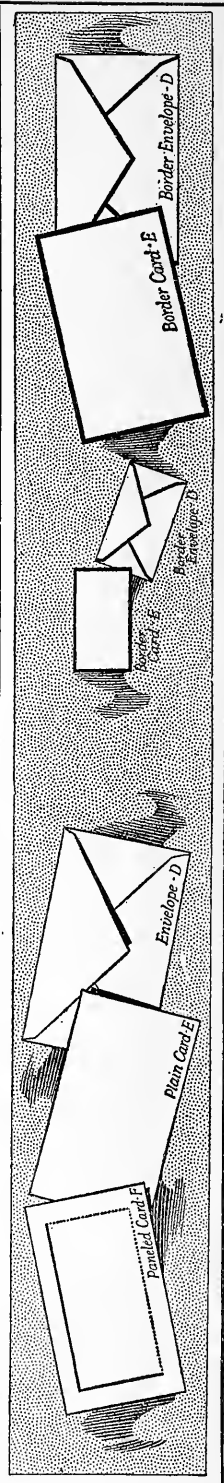
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## Visiting Cards and Envelopes

HOW TO ORDER				GENERAL USES		SAMPLES		WHERE STOCKED		PACKING		PRICES	
To order, select the grade of stock (1st column), the color (2d column), the finish (3d column) and the size (all columns shown under "Styles and Sizes"). Each item number in bold type automatically indicates the grade, color, finish and substance number. To show whether the item is to be in sheets, envelopes or cards, as well as the style of each, the proper bold letter must be specified with the item number.				Social and commercial uses; also for holiday cards.		Samples of each piece may be obtained from any Eagle-A Service House listed on the first page of the Price List.		All items are stocked by each Eagle-A Service House.		Card boxed 500 to a box, envelopes 250 to a box.		All prices will be found in the Price List between the back cover and end leaf of this book.	
Plain Cards and Envelopes													
GRADE	COLOR	FINISH	STYLES AND SIZES					GRADE	COLOR	FINISH	STYLES AND SIZES		Item Number
			CARDS		ENVEL- OPES—D	Item Number	No. 1 Border Cards—E				No. 1 Border Envelopes—D		
			Plain—E	Paneled—F									
Arden Wedding (Also obtainable in standard papeterie and wedding sizes. See page 228)	White	Vellum	1½ x 2½' 2 x 3	1½ x 2½' 2 x 3	1½ x 3½' 2½ x 3½'	70	Arden Wedding	White	Vellum	1½ x 2½' 2 x 3	71		
	"	"	2 x 3½'	2 x 3½'	2½ x 3½'	60		"	"	2½ x 3½'	61		
	"	"	2½ x 3½'	2½ x 3½'	2½ x 3½'	50		"	"	2½ x 3½'	51		
	"	"	2½ x 3½'	2½ x 3½'	2½ x 3½'	40		"	"	2½ x 3½'	41		
	"	"	2½ x 3½'	2½ x 3½'	2½ x 3½'	30		"	"	2½ x 3½'	31		
	"	"	2½ x 3½'	2½ x 3½'	2½ x 3½'	20		"	"	2½ x 3½'	21		
	"	"	2½ x 3½'	2½ x 3½'	2½ x 3½'	10		"	"	2½ x 3½'	11		
	"	"	2½ x 4½'	2½ x 4½'	2½ x 4½'			"	"	2½ x 4½'			
	"	"	2½ x 4½'	2½ x 4½'	2½ x 4½'			"	"	2½ x 4½'			
	"	"	2½ x 4½'	2½ x 4½'	2½ x 4½'			"	"	2½ x 4½'			





# Mourning Stationery

## HOW TO ORDER

To order, select the grade of stock (1st column), the color (2d column), the finish (3d column), and the style and size (all columns shown under "Styles and Sizes").

Each item number in bold type automatically indicates the grade, color, finish and substance number. To show whether the item is to be in sheets, envelopes or cards, as well as the style of each, the proper bold letter must be specified with the item number.

## SAMPLES

Samples of each piece may be obtained from any Eagle-A Service House listed on the first page of the Price List.

## WHERE STOCKED

All items are stocked by each Eagle-A Service House.

## PACKING

Mourning bordered stationery sheets and cards boxed 236 to box, envelopes 230 to box.

## PRICES

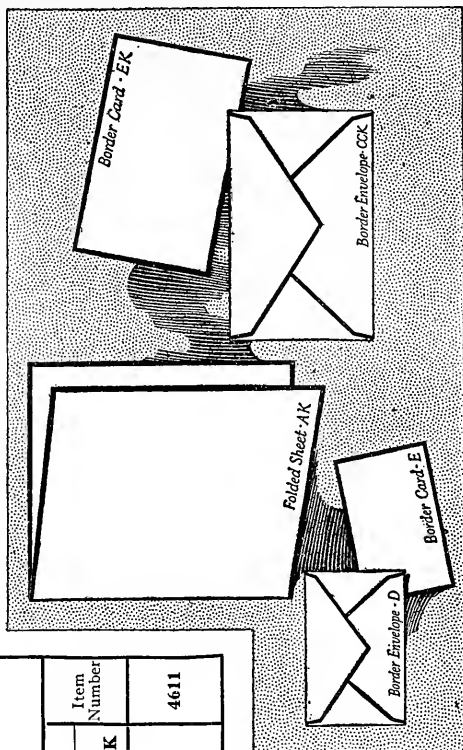
All prices will be found in the Price List between the back cover and end leaf of this book.

## Mourning Sheets, Cards and Envelopes

GRADE	COLOR	FINISH	STYLES AND SIZES			Item Number
			Sheets—AK	Cards—EK	Envelopes—CCK	
Dorington (Also obtainable in standard papeterie and wedding sizes. See page 234)	White	Vellum	5 $\frac{7}{8}$ x 6 $\frac{3}{4}$	3 $\frac{1}{8}$ x 5 $\frac{1}{8}$	3 $\frac{1}{2}$ x 6	<b>4611</b>

## Mourning Visiting Cards and Envelopes

GRADE	COLOR	FINISH	STYLES AND SIZES			Item Number
			No. 1 Border Cards—E	No. 1 Border Envelopes—D		
Arden Wedding (Also obtainable in standard papeterie and wedding sizes. See page 228)	White	Vellum	1 $\frac{3}{8}$ x 2 $\frac{3}{4}$ 2 x 3 2 x 3 $\frac{1}{2}$ 2 $\frac{1}{4}$ x 3 $\frac{1}{4}$ 2 $\frac{1}{2}$ x 3 $\frac{1}{2}$ 2 $\frac{3}{4}$ x 3 $\frac{1}{4}$ 2 $\frac{3}{4}$ x 3 $\frac{1}{2}$	1 $\frac{3}{8}$ x 3 $\frac{1}{8}$ 2 $\frac{1}{4}$ x 3 $\frac{1}{8}$ 2 $\frac{1}{2}$ x 3 $\frac{1}{8}$ 2 $\frac{3}{4}$ x 3 $\frac{1}{8}$ 2 $\frac{3}{4}$ x 3 $\frac{1}{2}$ 2 $\frac{3}{4}$ x 3 $\frac{3}{4}$ 2 $\frac{3}{4}$ x 4 $\frac{1}{8}$		<b>71</b> <b>61</b> <b>51</b> <b>41</b> <b>31</b> <b>21</b> <b>11</b>



Stationery Cabinets

Typewriter Papers

Writing Tablets

Special Papers

Eagle-A Line

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# Papeteries (Boxed Stationery)

**HOW TO ORDER**  
Specify item number and quantity.

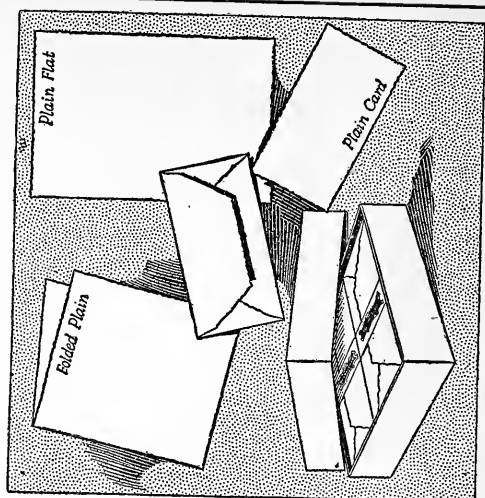
**SAMPLES**  
Samples of each piece may be obtained from any Eagle-A Service House listed on the first page of the Price List.

**WHERE STOCKED**  
All items are stocked by each Eagle-A Service House.

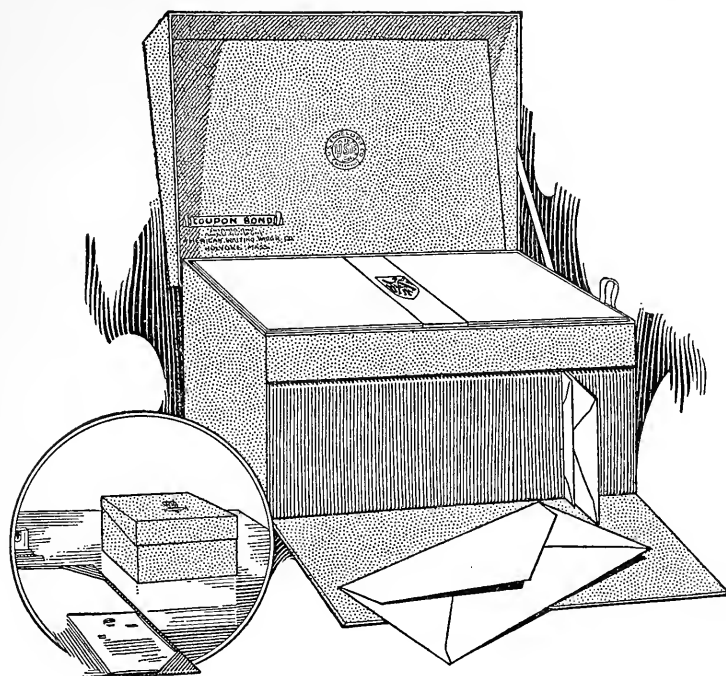
**PACKING**  
Attractively boxed in quantities listed below with a descriptive booklet on handmade paper included in each box. Packed six boxes to carton.

**PRICES**  
All prices will be found in the Price List between the back cover and end leaf of this book.

GRADE	COLOR	STYLE	SIZE			NUMBER TO THE BOX			Item Number
			Sheets	Cards	Envelopes	Sheets	Cards	Envelopes	
Deckle d'Aigle (Also obtainable in standard book paper sizes. See pages 170 and 202)	White	Note	5½ x 7	.....	3¾ x 5¾	24	..	24	0111
	Brown	"	5½ x 7	.....	3¾ x 5¾	24	..	24	0121
	Gray	"	5½ x 7	.....	3¾ x 5¾	24	..	24	0131
	Blue	"	5½ x 7	.....	3¾ x 5¾	24	..	24	0161
	White	Note	5½ x 7	3½ x 5½	3¾ x 5¾	24	24	48	0112
	Brown	"	5½ x 7	3½ x 5½	3¾ x 5¾	24	24	48	0122
	Gray	"	5½ x 7	3½ x 5½	3¾ x 5¾	24	24	48	0132
	White	Note	.....	3½ x 5½	3¾ x 5¾	.....	24	24	0113
	Brown	"	.....	3½ x 5½	3¾ x 5¾	.....	24	24	0123
	Gray	"	.....	3½ x 5½	3¾ x 5¾	.....	24	24	0133
	Blue	"	.....	3½ x 5½	3¾ x 5¾	.....	24	24	0163
	White	Club	7¼ x 7¼	.....	3⅞ x 7½	24	..	24	0211
	Gray	"	7¼ x 7¼	.....	3⅞ x 7½	24	..	24	0231
	White	Semi-Social	7¼ x 10½	.....	3⅞ x 7½	24	..	24	0311
	Gray	"	7¼ x 10½	.....	3⅞ x 7½	24	..	24	0331
	White	Club	.....	3⅞ x 7¼	3⅞ x 7½	.....	24	24	0213
Gray	"	.....	3⅞ x 7¼	3⅞ x 7½	.....	24	24	0233	
White	Semi-Social	7¼ x 10½	.....	3⅞ x 7½	125	..	125	031N	
Gray	"	7¼ x 10½	.....	3⅞ x 7½	125	..	125	033N	



# Commercial Stationery Cabinets



**AS ILLUSTRATED,** Eagle-A Commercial Cabinets are especially designed boxes of stationery each containing 250 letter sheets and 250 envelopes to match. They differ from the stationery boxes in the Announcement Line inasmuch as they are intended for permanent and convenient use on desks or writing tables.

The Cabinets are made in two sizes for sheets  $7\frac{1}{4}" \times 10\frac{1}{2}"$  and  $8\frac{1}{2}" \times 11"$ . Strongly made to permit of constant use, they are attractively finished in a rich steel gray color. The contents are thoroughly protected from dust when the cabinet is closed.

The cabinets which contain no advertising, enable the printer or engraver to remove the paper from the box, print or engrave it, return it to the cabinet and deliver the complete job to the customer.

Eagle-A Commercial Cabinets are obtainable from all Eagle-A service houses, printers, engravers, stationers, and the better department stores. The Commercial Stationery line is available in three bond grades and in one writing grade.

## BOND GRADES

Permanent  
Semi-Permanent  
Temporary

Coupon Bond  
Contract Bond  
Acceptance Bond

## WRITING GRADE

Permanent

Old Chester Mills

Stationery  
Cabinets

Typewriter  
Papers

Writing  
Tablets

Special  
Papers

Eagle-A  
Line

Refer  
Guide

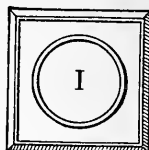
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# Coupon Bond Stationery Cabinets



The First STATIONERY CABINET Grade of

EAGLE-A  
QUALITY-STANDARD BONDS



## *Contents of Cabinet*

The paper and envelopes in these cabinets are cut from Coupon Bond, Substance 24, white only, the first Bond grade of Eagle-A Quality-Standards. Coupon Bond is described in detail on pages 112 and 113.

Each cabinet contains 250 sheets and 250 envelopes to match.

## *Styles and Sizes*

### *Monarch*

Sheet size— $7\frac{1}{4} \times 10\frac{1}{2}$  flat  
Envelope size— $3\frac{7}{8} \times 7\frac{1}{2}$

### *Sovereign*

Sheet size— $8\frac{1}{2} \times 11$  flat  
Envelope size— $3\frac{5}{8} \times 6\frac{1}{2}$

Monarch sizes are used largely by executives and professional men; for letters of a semi-social and commercial character. Sovereign sizes are employed more especially for commercial correspondence that partakes somewhat of a personal nature.

## *Packing*

Coupon Bond Commercial Stationery Cabinets, in both the Monarch and Sovereign sizes, are packed four to a carton.

## *Prices*

Prices are given in the Handbook Price List which may be found between the back cover and the end leaf.

## *Where Stocked*

Commercial Stationery Cabinets are obtainable from all Eagle-A Service Houses, printers, engravers, stationers and the better class of department stores.

## *Samples*

Samples may be obtained from any Eagle-A Service House.

NOTE: COUPON BOND in all standard sizes, colors and weights may be obtained from each Eagle-A Service House. See page 112.

# Contract Bond Stationery Cabinets



The Second STATIONERY CABINET Grade of

EAGLE-A  
QUALITY-STANDARD BONDS



## Contents of Cabinet

The paper and envelopes in these cabinets are cut from CONTRACT BOND, Substance 24, white only, the fourth Bond grade of Eagle-A Quality-Standards. CONTRACT BOND is described in detail on pages 118 and 119. In this form CONTRACT BOND can be obtained in white only.

Each cabinet contains 250 sheets and 250 envelopes to match.

## Styles and Sizes

### Monarch

Sheet size— $7\frac{1}{4} \times 10\frac{1}{2}$  flat  
Envelope size— $3\frac{7}{8} \times 7\frac{1}{2}$

### Sovereign

Sheet size— $8\frac{1}{2} \times 11$  flat  
Envelope size— $3\frac{5}{8} \times 6\frac{1}{2}$

Monarch sizes are used largely by executives and professional men; for letters of a semi-social and commercial character. Sovereign sizes are employed more especially for commercial correspondence that partakes somewhat of a personal nature.

## Packing

CONTRACT BOND Commercial Stationery Cabinets, in both the Monarch and Sovereign sizes, are packed four to a carton.

## Prices

Prices are given in the Handbook Price List which may be found between the back cover and the end leaf.

## Where Stocked

Commercial Stationery Cabinets are obtainable from all Eagle-A Service Houses, printers, engravers, stationers and the better department stores.

## Samples

Samples of paper may be obtained from any Eagle-A Service House.

NOTE: CONTRACT BOND in all standard sizes, colors and weights may be obtained from each Eagle-A Service House. See page 118.

Typewriter  
Papers

Writing  
Tablets

Special  
Papers

Eagle-A  
Line

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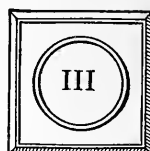
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# Acceptance Bond Stationery Cabinets



The Third STATIONERY CABINET Grade of

EAGLE-A  
QUALITY-STANDARD BONDS



## *Contents of Cabinet*

The paper and envelopes in these cabinets are cut from ACCEPTANCE BOND, Substance 20, white only, the seventh Bond grade of Eagle-A Quality-Standards. ACCEPTANCE BOND is described in detail on pages 124 and 125. In this form ACCEPTANCE BOND can be obtained in white only.

Each cabinet contains 250 sheets and 250 envelopes to match.

## *Styles and Sizes*

### *Monarch*

Sheet size— $7\frac{1}{4} \times 10\frac{1}{2}$  flat

Envelope size— $3\frac{7}{8} \times 7\frac{1}{2}$

### *Sovereign*

Sheet size— $8\frac{1}{2} \times 11$  flat

Envelope size  $3\frac{5}{8} \times 6\frac{1}{2}$

Monarch sizes are used largely by executives, and professional men; for letters of a semi-social and commercial character. Sovereign sizes are employed more especially for commercial correspondence that partakes somewhat of a personal nature.

## *Packing*

ACCEPTANCE BOND Commercial Stationery Cabinets, in both the Monarch and Sovereign sizes, are packed four to a carton.

## *Prices*

Prices are given in the Handbook Price List which may be found between the back cover and the end leaf.

## *Where Stocked*

Commercial Stationery Cabinets are obtainable from all Eagle-A Service Houses, printers, engravers, stationers and the better department stores.

## *Samples*

Samples of paper may be obtained from any Eagle-A Service House.

NOTE: ACCEPTANCE BOND in all standard sizes, colors and weights may be obtained from each Eagle-A Service House. See page 124.

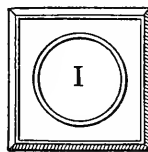
# Old Chester Mills Stationery Cabinets



The First STATIONERY CABINET Grade of

EAGLE-A

QUALITY-STANDARD WRITINGS



## Contents of Cabinet

The paper and envelopes in these cabinets are cut from OLD CHESTER MILLS, Substance 24, white only, the first writing grade of Eagle-A Quality-Standards. OLD CHESTER MILLS is described in detail on pages 156 and 157. In this form OLD CHESTER MILLS can be obtained in white only.

Each cabinet contains 250 sheets and 250 envelopes to match.

## Styles and Sizes

### Monarch

Sheet size— $7\frac{1}{4} \times 10\frac{1}{2}$  flat  
Envelope size— $3\frac{7}{8} \times 7\frac{1}{2}$

### Sovereign

Sheet size— $8\frac{1}{2} \times 11$  flat  
Envelope size— $3\frac{5}{8} \times 6\frac{1}{2}$

Monarch sizes are used largely by executives and professional men; for letters of a semi-social and commercial character. Sovereign sizes are employed more especially for commercial correspondence that partakes somewhat of a personal nature.

## Packing

OLD CHESTER MILLS Commercial Stationery Cabinets, in both the Monarch and Sovereign sizes, are packed four to a carton.

## Prices

Prices are given in the Handbook Price List which may be found between the back cover and the end leaf.

## Where Stocked

Commercial Stationery Cabinets are obtainable from all Eagle-A Service Houses, printers, engravers, stationers and the better department stores.

## Samples

Samples of paper may be obtained from any Eagle-A Service House.

NOTE: OLD CHESTER MILLS in all standard sizes, colors and weights may be obtained from each Eagle-A Service House. See page 156.

Typewriter  
Papers

Writing  
Tablets

Special  
Papers

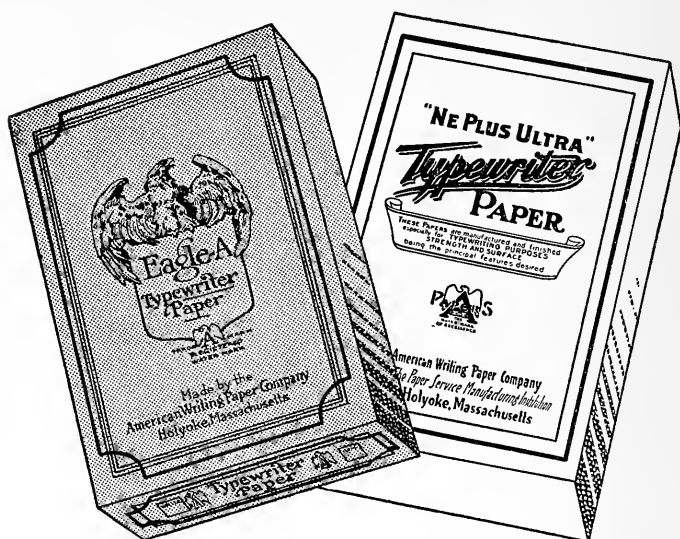
Eagle-A  
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# Typewriter Papers

OF EAGLE-A QUALITY-STANDARDS



TYPEWRITER papers are primarily bond and linen papers, specially made for typewriter purposes. They are plain and marginal ruled, cut to letterhead and legal typewriter sizes such as 8" x 10½", 8½" x 11", 8" x 13" and 8½" x 13", and are boxed in reams of 500 sheets for the convenience of the user.

Two of the sizes intended for lawyers' briefs, contracts, etc., are ruled at both margins the long way in red. The 8" x 13" sheet is ruled to allow a margin of 1⅜" at left hand and a ⅜" margin at right hand, with 6¼" space between. The 8½" x 13" sheet has side margins similar to the smaller sheet but allows 6¾" space between the rules.

In the Ne Plus Ultra group, however, the ruling margins differ, as follows:

8" x 13", distance between rules, 6½"; left-hand margin 1⅛"; right-hand margin, ⅜".

8½" x 13", distance between rules, 7"; left-hand margin, 1⅛"; right-hand margin, ⅜".

Typewriter papers are made in 7, 8, 9, 11, 13, 16, 20 and 24 pound substance weights. The lighter weights are used when many carbon copies are required.

The Eagle-A Typewriter Papers are made in 7 grades of Eagle-A bonds and linens, some of the grades having two or more papers to select from in each grade level. The seven lines are:



GRADE		PERMANENT	
I	Coupon Bond	Ruled and plain	Blue Box
II	AGAWAM PARCHMENT	Ruled and plain	Ne Plus Ultra Box
	U. S. LINEN	Ruled and plain	Ne Plus Ultra Box
III	ROMAN	Ruled and plain	Ne Plus Ultra Box
	PERSIAN BOND	Ruled and plain	Light Gray Box
	COLONIAL PRO AND CON	Ruled and plain	Ne Plus Ultra Box
SEMI-PERMANENT			
IV	CONTRACT BOND	Ruled and plain	Dark Green Box
V	AIRPOST BOND	Ruled and plain	Orange Box
VI	CHEVRON BOND	Ruled and plain	Army Brown Box
VII	ACCEPTANCE BOND	Ruled and plain	Dark Gray Box
	QUALITY MANIFOLD	Plain	
	MANUSCRIPT COVER	Plain	

The Eagle-A Typewriter Papers are cataloged in their grade levels.

All papers cut into these typewriter sizes, except ROMAN *Typewriter Paper* and AGAWAM PARCHMENT (AGAWAM BOND with parchment finish) may be found in Eagle-A standard grades. COLONIAL PRO AND CON is only the Typewriter Paper name for COLONIAL LINEN. To enable anyone to find easily and without loss of time any Eagle-A Typewriter Paper item, a chart has been compiled which shows all the grades made in each weight and size.

Where longevity, strength to resist handling and folding, and small bulk are required, MANUSCRIPT COVERS, as their name indicates, should be used for the outside covers of manuscript and documents, and for this reason are usually provided only for the legal sizes of typewriter and bond papers.

The main purpose of a Manuscript Cover is ability to withstand a great amount of folding and handling in itself, as well as to protect the papers it confines. It has the characteristics of bond paper and may be described as an extra heavy-weight bond. The surface characteristics with reference to impress are the same as for bond papers, but the flat tone colors used give it a somewhat different appearance.

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# Sheet Sizes and Weights in which each Eagle-A Typewriter Paper is stocked

NOTE: Letters in columns to right of grade column (for key see last column) indicate different sizes in which each grade is stocked in substance weight printed at head of column.

GRADE	GRADE NUMBER	SUBSTANCE WEIGHTS							
		7	8	9	11	13	16	20	24
Coupon Bond Blue Box Line	I					B-D	B-D	B-D	B-D
Agawam Parchment Ne Plus Ultra Line	II	A-B-C-D		A-B-C-D	A-B-C-D	A-B-C-D	A-B-C-D	A-B-C-D	A-B-C-D
U. S. Linen Ne Plus Ultra Line				A-B-C-D	A-B-C-D	A-B-C-D	A-B-C-D	A-B-C-D	A-B
Roman Typewriter Paper Ne Plus Ultra Line	III	A-B-C-D		A-B-C-D	A-B-C-D	A-B-C-D	A-B-C-D	A-B-C-D	A-B-C-D
Colonial Pro and Con Light Gray Box Line				A-B-C-D	A-B-C-D	A-B-C-D	A-B-C-D	A-B-C-D	A-B
Persian Bond Ne Plus Ultra Line						A-B-C-D	A-B-C-D	A-B-C-D	A-B-C-D
Contract Bond Dark Green Box Line	IV					A-B-C-D	A-B-C-D	A-B-C-D	A-B-C-D
Airpost Bond Orange Box Line	V					A-B-C-D	A-B-C-D	A-B-C-D	A-B-C-D
Chevron Bond Army Brown Box Line	VI					A-B-C-D	A-B-C-D	A-B-C-D	A-B-C-D
Acceptance Bond Dark Gray Box Line	VII					A-B-C-D	A-B-C-D	A-B-C-D	A-B-C-D
Quality Manifold			A-B-C-D						

(Key to Letters at left)

A—Size 8" x 10½"

B—Size 8½" x 11"

C—Size 8" x 13"

D—Size 8½" x 13"

Italic letters indicate sizes and weights that may be obtained either ruled or plain.

# Coupon Bond Typewriter Paper

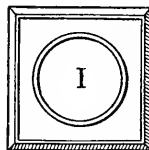
(THE BLUE BOX LINE)

The First TYPEWRITER PAPER Grade of

EAGLE-A

QUALITY-STANDARDS

(WATERMARKED "COUPON BOND")



**C**OUPON BOND Typewriter Paper consists of the first bond grade, "COUPON" (described in detail on pages 112-113), cut to suitable sizes and boxed for typewriter use. It has an unusually high quality and character appeal and is a permanent paper with extreme resistance to hard usage. It is furnished in white only.

## General Uses

COUPON BOND Typewriter Paper can be used in all makes of typewriters. It is especially adapted for the higher grades of letterheads, for legal briefs and other important documents of a permanent or impressive nature.

## Sizes, Weights and Ruling

Sheet Size	Substance Weight	Stock No.		Ruling—in red ink only		
		Unruled	Ruled	Distance Between Lines	Left-hand Margin	Right-hand Margin
8½ x 11	13	413	.....	.....	.....	.....
8½ x 11	16	416	.....	.....	.....	.....
8½ x 11	20	420	.....	.....	.....	.....
8½ x 11	24	424	.....	.....	.....	.....
8½ x 13	13	513	613	6¾"	1¾"	¾"
8½ x 13	16	516	613	6¾"	1¾"	¾"
8½ x 13	20	520	613	6¾"	1¾"	¾"
8½ x 13	24	524	613	6¾"	1¾"	¾"

Packed 500 sheets to box. Two boxes to a package.

## Where Stocked

COUPON BOND Typewriter Papers are carried in stock by all Eagle-A Service Houses, a list of which can be found in the Price List, between back cover and end leaf of this book.

## Prices

Prices are shown in Price List.

## Samples

Samples can be obtained from any Eagle-A Service House.

## Envelopes

Envelopes to match 'COUPON BOND Typewriter Paper may be obtained from all Eagle-A Service Houses.

## In Ordering

Always specify grade name and stock number.

## Covers

Manuscript Cover suitable for covers of briefs, manuscripts and documents is described in detail on page 273.

NOTE: COUPON BOND in standard sheet sizes, weights and colors is stocked by all Eagle-A Service Houses—see page 112 for details.

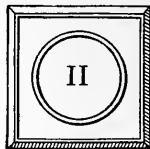
# Agawam Parchment and U. S. Linen Typewriter Papers



The Second TYPEWRITER PAPER Grade of

EAGLE-A  
QUALITY-STANDARDS

(WATERMARKED)



IN this grade there are two papers from which to select. The strength is relatively equal but the appearances differ. As indicated in the respective names, AGAWAM PARCHMENT has a parchment finish, while U. S. LINEN has the usual laid finish characteristic of linen papers.

## General Uses

The papers in the second grade can be used when distinctive appearance, long life and great wearing qualities are required.

## Agawam Parchment Typewriter Paper (Ne Plus Ultra Line)

AGAWAM PARCHMENT *Typewriter Paper* consists of the second grade of Bond papers, "AGAWAM BOND" (described in detail on pages 114-115), in parchment finish, cut to suitable sizes and boxed for typewriter use. It is made in white only.

## Sizes, Weights and Ruling

Unruled		Ruled or Unruled		Ruling—in red ink only		
Sheet Size	Substance Weight	Sheet Size	Substance Weight	Distance Between Lines	Left-hand Margin	Right-hand Margin
8 x 10½	7	8 x 13	7	6½"	1½"	3⁄8"
8 x 10½	9	8 x 13	9	6½"	1½"	3⁄8"
8 x 10½	11	8 x 13	11	6½"	1½"	3⁄8"
8 x 10½	13	8 x 13	13	6½"	1½"	3⁄8"
8 x 10½	16	8 x 13	16	6½"	1½"	3⁄8"
8 x 10½	20	8 x 13	20	6½"	1½"	3⁄8"
8 x 10½	24	8 x 13	24	6½"	1½"	3⁄8"
8½ x 11	7	8½ x 13	7	7"	1½"	3⁄8"
8½ x 11	9	8½ x 13	9	7"	1½"	3⁄8"
8½ x 11	11	8½ x 13	11	7"	1½"	3⁄8"
8½ x 11	13	8½ x 13	13	7"	1½"	3⁄8"
8½ x 11	16	8½ x 13	16	7"	1½"	3⁄8"
8½ x 11	20	8½ x 13	20	7"	1½"	3⁄8"
8½ x 11	24	8½ x 13	24	7"	1½"	3⁄8"

Packed 500 sheets to box. Two boxes to a package.

Information regarding samples, prices, where stocked, etc., is given on page 265.

# U. S. Linen Typewriter Paper

(Ne Plus Ultra Line)

U. S. LINEN *Typewriter Paper* consists of the first grade of linen papers, "U. S. Linen" (described in detail on pages 132-133), cut to suitable sizes and boxed for typewriter use. It is a laid paper of very distinctive appearance and furnished in a cream white only.

## Sizes, Weights and Ruling

Unruled		Ruled or Unruled		Ruling—in red ink only		
Sheet Size	Substance Weight	Sheet Size	Substance Weight	Distance Between Lines	Left-hand Margin	Right-hand Margin
8 x 10½	9	8 x 13	9	6½"	1⅛"	3⁄8"
8 x 10½	11	8 x 13	11	6½"	1⅛"	3⁄8"
8 x 10½	13	8 x 13	13	6½"	1⅛"	3⁄8"
8 x 10½	16	8 x 13	16	6½"	1⅛"	3⁄8"
8 x 10½	20	8 x 13	20	6½"	1⅛"	3⁄8"
8 x 10½	24	8½ x 13	9	7"	1⅛"	3⁄8"
8½ x 11	9	8½ x 13	11	7"	1⅛"	3⁄8"
8½ x 11	11	8½ x 13	13	7"	1⅛"	3⁄8"
8½ x 11	13	8½ x 13	16	7"	1⅛"	3⁄8"
8½ x 11	16	8½ x 13	20	7"	1⅛"	3⁄8"
8½ x 11	20	.....	.....	.....	.....	.....
8½ x 11	24	.....	.....	.....	.....	.....

Packed 500 sheets to a box. Two boxes to a package.

## Where Stocked

AGAWAM PARCHMENT and U. S. LINEN *Typewriter Papers* are carried in stock by all Eagle-A Service Houses, a list of which can be found in the Price List, between back cover and end leaf of this book.

## Prices

Prices are shown in Price List.

## Samples

Samples can be obtained from any Eagle-A Service House.

## In Ordering

Always specify grade name, size and substance weight, and whether ruled or unruled.

## Envelopes

Envelopes to match AGAWAM PARCHMENT and U. S. LINEN *Typewriter Papers* may be obtained from all Eagle-A Service Houses.

## Covers

Manuscript Cover suitable for covers of briefs, manuscripts and documents is described in detail on page 273.

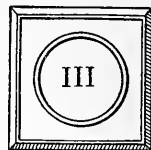
NOTE: AGAWAM PARCHMENT and U. S. LINEN in standard sheet sizes and weights are stocked by all Eagle-A Service Houses—see pages 114 and 132 for details.

# Roman, Persian Bond and Colonial Pro and Con Typewriter Papers



The Third TYPEWRITER PAPER Grade of

EAGLE-A  
QUALITY-STANDARDS



The three papers in this grade are permanent papers, with good resistance to folding and tearing. They differ in appearance, COLONIAL PRO AND CON being a laid paper while the other two are wove.

## General Uses

This grade is recommended for use when permanency is essential and a moderate resistance to handling is required.

## Roman Typewriter Paper

(No Plus Ultra Line)

ROMAN *Typewriter Paper* has been developed primarily as a typewriter paper and is made in very light weights so that it is especially adapted for use when many carbon copies are desired. It is furnished in white only.

## Sizes, Weights and Ruling

Unruled		Ruled or Unruled		Ruling—in red ink only		
Sheet Size	Substance Weight	Sheet Size	Substance Weight	Distance Between Lines	Left-hand Margin	Right-hand Margin
8 x 10 $\frac{1}{2}$	7	8 x 13	7	6 $\frac{1}{2}$ "	1 $\frac{1}{8}$ "	$\frac{3}{8}$ "
8 x 10 $\frac{1}{2}$	9	8 x 13	9	6 $\frac{1}{2}$ "	1 $\frac{1}{8}$ "	$\frac{3}{8}$ "
8 x 10 $\frac{1}{2}$	11	8 x 13	11	6 $\frac{1}{2}$ "	1 $\frac{1}{8}$ "	$\frac{3}{8}$ "
8 x 10 $\frac{1}{2}$	13	8 x 13	13	6 $\frac{1}{2}$ "	1 $\frac{1}{8}$ "	$\frac{3}{8}$ "
8 x 10 $\frac{1}{2}$	16	8 x 13	16	6 $\frac{1}{2}$ "	1 $\frac{1}{8}$ "	$\frac{3}{8}$ "
8 x 10 $\frac{1}{2}$	20	8 x 13	20	6 $\frac{1}{2}$ "	1 $\frac{1}{8}$ "	$\frac{3}{8}$ "
8 x 10 $\frac{1}{2}$	24	8 x 13	24	6 $\frac{1}{2}$ "	1 $\frac{1}{8}$ "	$\frac{3}{8}$ "
8 $\frac{1}{2}$ x 11	7	8 $\frac{1}{2}$ x 13	7	7"	1 $\frac{1}{8}$ "	$\frac{3}{8}$ "
8 $\frac{1}{2}$ x 11	9	8 $\frac{1}{2}$ x 13	9	7"	1 $\frac{1}{8}$ "	$\frac{3}{8}$ "
8 $\frac{1}{2}$ x 11	11	8 $\frac{1}{2}$ x 13	11	7"	1 $\frac{1}{8}$ "	$\frac{3}{8}$ "
8 $\frac{1}{2}$ x 11	13	8 $\frac{1}{2}$ x 13	13	7"	1 $\frac{1}{8}$ "	$\frac{3}{8}$ "
8 $\frac{1}{2}$ x 11	16	8 $\frac{1}{2}$ x 13	16	7"	1 $\frac{1}{8}$ "	$\frac{3}{8}$ "
8 $\frac{1}{2}$ x 11	20	8 $\frac{1}{2}$ x 13	20	7"	1 $\frac{1}{8}$ "	$\frac{3}{8}$ "
8 $\frac{1}{2}$ x 11	24	8 $\frac{1}{2}$ x 13	24	7"	1 $\frac{1}{8}$ "	$\frac{3}{8}$ "

Packed 500 sheets to a box. Two boxes to a package.

Information regarding samples, prices, where stocked, etc., is given on page 267.

## Persian Bond Typewriter Paper

(Light Gray Box Line)

PERSIAN BOND *Typewriter Paper* consists of the third bond grade of Eagle-A Quality-Standards—"Persian" (described in detail on pages 116-117) cut to suitable sizes and boxed for typewriter use. It is furnished in white only.

## Sizes, Weights and Ruling

Sheet Size	Substance Weight	Stock No.		Ruling—in red ink only		
		Unruled	Ruled	Distance Between Lines	Left-hand Margin	Right-hand Margin
8 x 10 $\frac{1}{2}$	13	313	.....	.....	.....	.....
8 x 10 $\frac{1}{2}$	16	316	.....	.....	.....	.....
8 x 10 $\frac{1}{2}$	20	320	.....	.....	.....	.....
8 x 10 $\frac{1}{2}$	24	324	.....	.....	.....	.....
8 $\frac{1}{2}$ x 11	13	413	.....	.....	.....	.....
8 $\frac{1}{2}$ x 11	16	416	.....	.....	.....	.....
8 $\frac{1}{2}$ x 11	20	420	.....	.....	.....	.....
8 $\frac{1}{2}$ x 11	24	424	.....	.....	.....	.....
8 $\frac{1}{2}$ x 13	13	513	613	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{7}{8}$ "
8 $\frac{1}{2}$ x 13	16	516	616	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{7}{8}$ "
8 $\frac{1}{2}$ x 13	20	520	620	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{7}{8}$ "
8 $\frac{1}{2}$ x 13	24	524	624	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{7}{8}$ "
8 x 13	13	713	813	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{7}{8}$ "
8 x 13	16	716	816	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{7}{8}$ "
8 x 13	20	720	820	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{7}{8}$ "
8 x 13	24	724	824	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{7}{8}$ "

Packed 500 sheets to box. Two boxes to a package.

## Colonial Pro and Con Typewriter Paper

(Ne Plus Ultra Line)

COLONIAL PRO AND CON *Typewriter Paper* consists of the second linen grade of Eagle-A Quality-Standards, "Colonial Linen" (described in detail on pages 134-135), cut to suitable sizes and boxed for typewriter use. It is a laid paper furnished in white.

### Sizes, Weights and Ruling.

Unruled		Ruled or Unruled		Ruling—in red ink only		
Sheet Size	Substance Weight	Sheet Size	Substance Weight	Distance Between Lines	Left-hand Margin	Right-hand Margin
8 x 10 $\frac{1}{2}$	9	8 x 13	9	6 $\frac{1}{2}$ "	1 $\frac{1}{8}$ "	3 $\frac{7}{8}$ "
8 x 10 $\frac{1}{2}$	11	8 x 13	11	6 $\frac{1}{2}$ "	1 $\frac{1}{8}$ "	3 $\frac{7}{8}$ "
8 x 10 $\frac{1}{2}$	13	8 x 13	13	6 $\frac{1}{2}$ "	1 $\frac{1}{8}$ "	3 $\frac{7}{8}$ "
8 x 10 $\frac{1}{2}$	16	8 x 13	16	6 $\frac{1}{2}$ "	1 $\frac{1}{8}$ "	3 $\frac{7}{8}$ "
8 x 10 $\frac{1}{2}$	20	8 x 13	20	6 $\frac{1}{2}$ "	1 $\frac{1}{8}$ "	3 $\frac{7}{8}$ "
8 x 10 $\frac{1}{2}$	24	8 x 13	.....	.....	.....	.....
8 $\frac{1}{2}$ x 11	9	8 $\frac{1}{2}$ x 13	9	7"	1 $\frac{1}{8}$ "	3 $\frac{7}{8}$ "
8 $\frac{1}{2}$ x 11	11	8 $\frac{1}{2}$ x 13	11	7"	1 $\frac{1}{8}$ "	3 $\frac{7}{8}$ "
8 $\frac{1}{2}$ x 11	13	8 $\frac{1}{2}$ x 13	13	7"	1 $\frac{1}{8}$ "	3 $\frac{7}{8}$ "
8 $\frac{1}{2}$ x 11	16	8 $\frac{1}{2}$ x 13	16	7"	1 $\frac{1}{8}$ "	3 $\frac{7}{8}$ "
8 $\frac{1}{2}$ x 11	20	8 $\frac{1}{2}$ x 13	20	7"	1 $\frac{1}{8}$ "	3 $\frac{7}{8}$ "
8 $\frac{1}{2}$ x 11	24	.....	.....	.....	.....	.....

Packed 500 sheets to box. Two boxes to a package.

Where Stocked—ROMAN *Typewriter Paper*, PERSIAN BOND, and COLONIAL PRO AND CON are carried in stock by all Eagle-A Service Houses, a list of which can be found in first page of Price List between back cover and end leaf of this book.

Prices are shown in Price List.

Samples can be obtained from any Eagle-A Service House.

In ordering, always specify grade name, size and substance weight, and whether ruled or unruled.

Envelopes to match ROMAN, PERSIAN BOND and COLONIAL PRO AND CON *Typewriter Papers* may be obtained from all Eagle-A Service Houses.

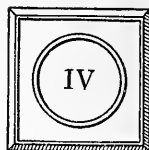
Covers—Manuscript Cover suitable as covers of briefs, manuscripts and documents is described in detail on page 273.

NOTE: ROMAN *Typewriter Paper*, PERSIAN BOND and COLONIAL PRO AND CON are stocked in standard sheet sizes, weights and colors by all Eagle-A Service Houses, see page 116, Persian Bond; page 134, Colonial Pro and Con (Colonial Linen).

# Contract Bond Typewriter Paper



(DARK GREEN BOX LINE)  
The Fourth TYPEWRITER PAPER Grade of  
**EAGLE-A**  
**QUALITY-STANDARDS**  
(WATERMARKED)



**C**ONTRACT BOND *Typewriter Paper* consists of the fourth bond grade—"Contract" (described in detail on page 118) cut in suitable sizes and boxed for typewriter use. It is furnished in white only.

## General Uses

CONTRACT BOND *Typewriter Paper* is recommended for use when a semi-permanent paper is required that will withstand a moderate amount of handling.

## Sizes, Weights and Ruling

Sheet Size	Substance Weight	Stock No.		Ruling—in red ink only		
		Unruled	Ruled	Distance Between Lines	Left-hand Margin	Right-hand Margin
8 x 10½	13	313	.....	.....	.....	.....
8 x 10½	16	316	.....	.....	.....	.....
8 x 10½	20	320	.....	.....	.....	.....
8 x 10½	24	324	.....	.....	.....	.....
8½ x 11	13	413	.....	.....	.....	.....
8½ x 11	16	416	.....	.....	.....	.....
8½ x 11	20	420	.....	.....	.....	.....
8½ x 11	24	424	.....	.....	.....	.....
8½ x 13	13	513	613	6¾"	1½"	¾"
8½ x 13	16	516	616	6¾"	1½"	¾"
8½ x 13	20	520	620	6¾"	1½"	¾"
8½ x 13	24	524	624	6¾"	1½"	¾"
8 x 13	13	713	813	6¼"	1½"	¾"
8 x 13	16	716	816	6¼"	1½"	¾"
8 x 13	20	720	820	6¼"	1½"	¾"
8 x 13	24	724	824	6¼"	1½"	¾"

Packed 500 sheets to box. Two boxes to a package.

## Where Stocked

CONTRACT BOND *Typewriter Papers* are carried in stock by all Eagle-A Service Houses, a list of which can be found in first page of Price List, between back cover and end leaf of this book.

*Prices* are shown in Price List.

*Samples* can be obtained from any Eagle-A Service House.

*In ordering*, always specify grade name and stock number.

## Envelopes

Envelopes to match CONTRACT BOND *Typewriter Paper* may be obtained from all Eagle-A Service Houses.

## Covers

Manuscript Cover suitable for use as covers of briefs, manuscripts and documents is described in detail on page 273.

NOTE: CONTRACT BOND in standard sheet sizes, weights and colors is stocked by all Eagle-A Service Houses—see page 118 for details.

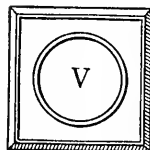


# Airpost Bond Typewriter Paper

(ORANGE BOX LINE)

The Fifth TYPEWRITER PAPER Grade of

EAGLE-A  
QUALITY-STANDARDS  
(WATERMARKED)



**A**IRPOST BOND *Typewriter Paper* consists of the fifth bond grade—"Airpost" (described in detail on page 120) cut in suitable sizes and boxed for typewriter use. It is furnished in white only.

## General Uses

It is recommended for use when unusual appearance is demanded and when a semi-permanent paper meets the use-requirements.

## Sizes, Weights and Ruling

Sheet Size	Substance Weight	Stock No.		Ruling—in red ink only		
		Unruled	Ruled	Distance Between Lines	Left-hand Margin	Right-hand Margin
8 x 10 $\frac{1}{2}$	13	313	.....	.....	.....	.....
8 x 10 $\frac{1}{2}$	16	316	.....	.....	.....	.....
8 x 10 $\frac{1}{2}$	20	320	.....	.....	.....	.....
8 x 10 $\frac{1}{2}$	24	324	.....	.....	.....	.....
8 $\frac{1}{2}$ x 11	13	413	.....	.....	.....	.....
8 $\frac{1}{2}$ x 11	16	416	.....	.....	.....	.....
8 $\frac{1}{2}$ x 11	20	420	.....	.....	.....	.....
8 $\frac{1}{2}$ x 11	24	424	.....	.....	.....	.....
8 $\frac{1}{2}$ x 13	13	513	613	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{3}{8}$ "
8 $\frac{1}{2}$ x 13	16	516	616	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{3}{8}$ "
8 $\frac{1}{2}$ x 13	20	520	620	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{3}{8}$ "
8 $\frac{1}{2}$ x 13	24	524	624	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{3}{8}$ "
8 $\frac{1}{2}$ x 13	13	713	813	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{3}{8}$ "
8 x 13	16	716	816	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{3}{8}$ "
8 x 13	20	720	820	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{3}{8}$ "
8 x 13	24	724	824	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{3}{8}$ "

Packed 500 sheets to box. Two boxes to a package.

## Where Stocked

AIRPOST BOND *Typewriter Papers* are carried in stock by all Eagle-A Service Houses, a list of which can be found in first page of Price List, between back cover and end leaf of this book.

Prices are shown in Price List.

## Samples

Samples can be obtained from any Eagle-A Service House.

## In Ordering

Always specify grade name and stock number.

## Envelopes

Envelopes to match AIRPOST BOND *Typewriter Paper* may be obtained from all Eagle-A Service Houses.

## Covers

Manuscript Cover suitable for use as covers of briefs, manuscripts and documents is described in detail on page 273.

NOTE: AIRPOST BOND in standard sheet sizes and weights is stocked by all Eagle-A Service Houses—see page 120 for details.

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# Chevron Bond Typewriter Paper

(ARMY BROWN BOX LINE)

The Sixth TYPEWRITER PAPER Grade of



EAGLE-A  
QUALITY-STANDARDS  
(WATERMARKED)



CHEVRON BOND *Typewriter Paper* consists of the sixth bond grade—"Chevron" (described in detail on pages 122-123) cut to suitable sizes and boxed for typewriter use. It is furnished in white only.

## General Uses

CHEVRON BOND *Typewriter Paper* is recommended for use when special quality appearance is desired for semi-permanent use.

## Sizes, Weights and Ruling

Sheet Size	Substance Weight	Stock No.		Ruling—in red ink only		
		Unruled	Ruled	Distance Between Lines	Left-hand Margin	Right-hand Margin
8 x 10 $\frac{1}{2}$	13	313	.....	.....	.....	.....
8 x 10 $\frac{1}{2}$	16	316	.....	.....	.....	.....
8 x 10 $\frac{1}{2}$	20	320	.....	.....	.....	.....
8 x 10 $\frac{1}{2}$	24	324	.....	.....	.....	.....
8 $\frac{1}{2}$ x 11	13	413	.....	.....	.....	.....
8 $\frac{1}{2}$ x 11	16	416	.....	.....	.....	.....
8 $\frac{1}{2}$ x 11	20	420	.....	.....	.....	.....
8 $\frac{1}{2}$ x 11	24	424	.....	.....	.....	.....
8 $\frac{1}{2}$ x 13	13	513	613	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{3}{8}$ "
8 $\frac{1}{2}$ x 13	16	516	616	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{3}{8}$ "
8 $\frac{1}{2}$ x 13	20	520	620	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{3}{8}$ "
8 $\frac{1}{2}$ x 13	24	524	624	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{3}{8}$ "
8 x 13	13	713	813	6 $\frac{1}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{3}{8}$ "
8 x 13	16	716	816	6 $\frac{1}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{3}{8}$ "
8 x 13	20	720	820	6 $\frac{1}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{3}{8}$ "
8 x 13	24	724	824	6 $\frac{1}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{3}{8}$ "

Packed 500 sheets to box. Two boxes to a package.

## Where Stocked

CHEVRON BOND *Typewriter Papers* are carried in stock by all Eagle-A Service Houses, a list of which can be found in first page of Price List, between back cover and end leaf of this book.

Prices are shown in the Price List.

Samples can be obtained from any Eagle-A Service House.

In Ordering always specify grade name and stock number.

## Envelopes

Envelopes to match CHEVRON BOND *Typewriter Paper* may be obtained from all Eagle-A Service Houses.

## Covers

Manuscript Cover suitable for covers of briefs, manuscripts and documents is described in detail on page 273.

NOTE: CHEVRON BOND in standard sheet sizes and weights is stocked by all Eagle-A Service Houses—see page 122 for details,

# Acceptance Bond Typewriter Paper

(DARK GRAY BOX LINE)

The Seventh TYPEWRITER PAPER Grade of

EAGLE-A  
QUALITY-STANDARDS  
(WATERMARKED)



ACCEPTANCE BOND Typewriter Paper consists of the seventh bond grade—"Acceptance" (described in detail on page 124) cut to suitable sizes and boxed for typewriter use. It is furnished in white only.

## General Uses

ACCEPTANCE BOND Typewriter Paper is recommended when a paper of good appearance is desired for temporary use.

## Sizes, Weights and Ruling

Sheet Size	Substance Weight	Stock No.		Ruling—in red ink only		
		Unruled	Ruled	Distance Between Lines	Left-hand Margin	Right-hand Margin
8 x 10 $\frac{1}{2}$	13	313	.....	.....	.....	.....
8 x 10 $\frac{1}{2}$	16	316	.....	.....	.....	.....
8 x 10 $\frac{1}{2}$	20	320	.....	.....	.....	.....
8 x 10 $\frac{1}{2}$	24	324	.....	.....	.....	.....
8 $\frac{1}{2}$ x 11	13	413	.....	.....	.....	.....
8 $\frac{1}{2}$ x 11	16	416	.....	.....	.....	.....
8 $\frac{1}{2}$ x 11	20	420	.....	.....	.....	.....
8 $\frac{1}{2}$ x 11	24	424	.....	.....	.....	.....
8 $\frac{1}{2}$ x 13	13	513	.....	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{1}{2}$ "
8 $\frac{1}{2}$ x 13	16	516	.....	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{1}{8}$ "
8 $\frac{1}{2}$ x 13	20	520	620	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{1}{8}$ "
8 $\frac{1}{2}$ x 13	24	524	624	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{1}{8}$ "
8 x 13	13	713	813	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{1}{8}$ "
8 x 13	16	716	816	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{1}{8}$ "
8 x 13	20	720	820	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{1}{8}$ "
8 x 13	24	724	824	6 $\frac{3}{4}$ "	1 $\frac{3}{8}$ "	3 $\frac{1}{8}$ "

Packed 500 sheets to box. Two boxes to a package.

## Where Stocked

ACCEPTANCE BOND Typewriter Papers are carried in stock by all Eagle-A Service Houses, a list of which can be found in the Price List, between back cover and end leaf of this book.

Prices are shown in Price List.

Samples can be obtained from any Eagle-A Service House.

In ordering, always specify grade name and stock number.

Envelopes to match ACCEPTANCE BOND Typewriter Paper may be obtained from all Eagle-A Service Houses.

## Covers

Manuscript Cover suitable for covers of briefs, manuscripts and documents is described in detail on page 273.

NOTE: ACCEPTANCE BOND in standard sheet sizes, weights and colors is stocked by all Eagle-A Service Houses—see page 124 for details.

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# Quality Manifold Typewriter Paper



EAGLE-A  
QUALITY-STANDARDS



**Q**UANTITY MANIFOLD is cut from "Quality Manifold" paper made especially for typewriter use, in suitable sizes and boxed for convenience. It is an all-sulphite pulp sheet made in 8-pound substance weight only, in unglazed finish, in white and six colors.

## General Uses

QUALITY MANIFOLD is designed to serve where a large number of typewritten copies must be obtained and where a high degree of permanence is not a factor.

## Sizes, Weights, Colors

Sheet Sizes	Substance Weights
8 x 10½	8
8½ x 11	8
8½ x 13	8
8 x 13	8

### COLORS

White, Blue, Canary, Cherry, Green, Pink and Goldenrod.  
Packed 500 sheets to box—2 boxes to package.

## Where Stocked

QUALITY MANIFOLD papers are carried in stock by all Eagle-A Service Houses, a list of which can be found in first page of Price List, between back cover and end leaf of this book.

## Prices

Prices are shown in Price List.

## Samples

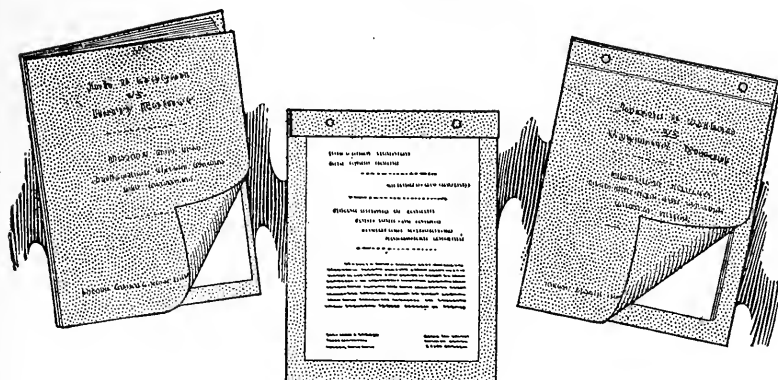
Samples can be obtained from any Eagle-A Service House.

QUALITY MANIFOLD, in basis weights 17" x 22"—8, in the colors listed above, is obtainable in the following sheet sizes and weights:

24 x 34—16	} Basis 17 x 22—8
24 x 38—19½	
28 x 34—20½	

QUALITY MANIFOLD *Typewriter Paper* and standard sheet sizes are stocked by all Eagle-A Service Houses.

# Manuscript Cover\*



**M**ANUSCRIPT COVER has been primarily developed for use as covers for briefs, typewritten manuscripts and other documents. It is an extremely tough, long lasting paper which resists much folding and hard usage.

**GENERAL USES**—MANUSCRIPT COVER is recommended for uses which demand dignity of appearance, considerable handling and permanence, as follows:

Legal Briefs	Contracts
Manuscripts	Bids
Typewritten Specifications	

**IMPRESS**—*Suitable for* Letterpress (type and line-cuts)

"	"	Offset press
"	"	Steel plate, die stamping
"	"	Typewriting
"	"	Pen writing

**SIZES, WEIGHTS and COLORS**—MANUSCRIPT COVER is stocked in legal sizes and weights as follows:

$8\frac{1}{2} \times 15\frac{1}{2}$ —9 $\frac{1}{4}$

9 x 15 $\frac{1}{2}$ —10

## COLORS

White, Primrose, Pink, Canary, Emerald, Chocolate, Blue, and Terra Cotta  
Put up in 100-sheet packages.

## Prices

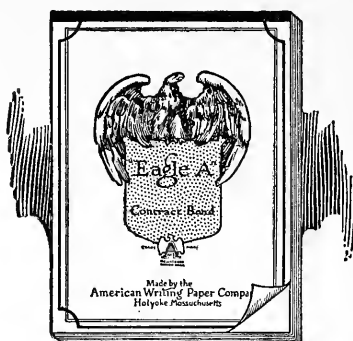
Prices of MANUSCRIPT COVER can be found in price list attached to this book between the last page and cover.

## Where Stocked

MANUSCRIPT COVER can be obtained from all Eagle-A Service Houses and leading stationers.

\* MANUSCRIPT COVER can be obtained in sizes 17" x 31"—37 pounds and 18" x 31"—40 pounds through any Eagle-A Service House.

# Writing Tablets



IN deference to many requests which have come for Eagle-A bonds in tablet form the American Writing Paper Company has placed upon the market a series of writing tablets made in three sizes— $5\frac{1}{4}'' \times 8\frac{1}{2}''$ ,  $7\frac{1}{4}'' \times 10\frac{1}{2}''$  and  $8\frac{1}{2}'' \times 11''$ .

These are bound the short way in good cover stock handsomely printed in two colors and contain a ruled sheet, blotter, and from 50 to 100 sheets of paper. A gauze cloth and a special glue hold the sheets firmly together, so that the annoyance of loose sheets is eliminated, a feature that will commend itself to every user of writing pads.

The stock used comprises the nine grades of Eagle-A bonds; a different colored cover distinguishes each grade.

The sizes and distinguishing cover colors of the Eagle-A Writing Tablets are shown as follows:

<i>Grade</i>	<i>Weight</i>	<i>Cover Colors</i>	<i>Sizes</i>
Coupon Bond	20 lb.	Columbia Blue	$5\frac{1}{2}'' \times 8\frac{1}{2}''$ , $7\frac{1}{4}'' \times 10\frac{1}{2}''$ , $8\frac{1}{2}'' \times 11''$
Agawam Bond	20 lb.	Green	$5\frac{1}{2}'' \times 8\frac{1}{2}''$ , $7\frac{1}{4}'' \times 10\frac{1}{2}''$ , $8\frac{1}{2}'' \times 11''$
Persian Bond	20 lb.	Granite	$5\frac{1}{2}'' \times 8\frac{1}{2}''$ , $7\frac{1}{4}'' \times 10\frac{1}{2}''$ , $8\frac{1}{2}'' \times 11''$
Contract Bond	20 lb.	Shamrock Green	$5\frac{1}{2}'' \times 8\frac{1}{2}''$ , $7\frac{1}{4}'' \times 10\frac{1}{2}''$ , $8\frac{1}{2}'' \times 11''$
Airpost Bond	20 lb.	Mandarin	$5\frac{1}{2}'' \times 8\frac{1}{2}''$ , $8\frac{1}{2}'' \times 11''$
Chevron Bond	20 lb.	Army Brown	$5\frac{1}{2}'' \times 8\frac{1}{2}''$ , $8\frac{1}{2}'' \times 11''$
Acceptance Bond	20 lb.	Oxford Gray	$5\frac{1}{2}'' \times 8\frac{1}{2}''$ , plain and ruled
Norman Bond	20 lb.	Fawn	$5\frac{1}{2}'' \times 8\frac{1}{2}''$ , plain
Telephone Bond	20 lb.	Gold	$5\frac{1}{2}'' \times 8\frac{1}{2}''$ , plain and ruled

The tablets are wrapped 12 to a package and labeled with quantity, grade and size.

Eagle-A Writing Tablets are carried in stock by all Eagle-A Service Houses, a list of which is given in the Price List.

Envelopes for use with the writing tablet sheets are made from Eagle-A bonds in commercial, baronial and official styles. These can be obtained from each Eagle-A Service House. The United States Envelope Company is the authorized manufacturer.

Prices of Eagle-A Writing Tablets can be found in Price List attached to this book, between the last page and cover.

# *Specialties and Industrial Papers*

THE successful manufacture of Specialties and Industrial Papers depends very largely on close co-operation between the user and a manufacturer possessing widely diversified equipment, a corps of experts in all the problems of paper manufacture, an operating personnel especially trained in the production of paper possessing unusual qualities, and a laboratory completely equipped and efficiently manned.

Papers for specialty and industrial uses are either satisfactory or virtually useless. There is no middle ground in many cases.

In order to insure a margin of safety for his operation, the user will often demand that his paper be made according to definite specifications which he arbitrarily establishes. This does not always result satisfactorily to either party concerned because of the numerous factors to be considered in the manufacture of the paper.

The user is interested in *performance*, not in *specifications*. The translation of use-requirements into terms of definite tests is extremely difficult and should not be attempted save by experts both in the interpretation of tests and in actual paper-making.

## THE CORRECT USE OF SPECIFICATIONS

ALL specifications must be drafted in the light of complete knowledge of the use-requirements, the raw materials that go into the paper, the manufacturing equipment and the methods of processing. This means that both maker and user must pool their knowledge of requirements, raw materials and manufacturing methods in order to develop a paper suitable for the purpose.

When this point has been reached it is proper to draft specifications to control manufacture. The indeterminate factors dependent on manufacturing equipment and the human element will be the same in all future orders, for the paper will always be made in the same mill. Specifications will then be used only to insure uniformity of product.

In this way, there is no temptation for the manufacturer to be satisfied by meeting certain tests and to consider his work complete when that stage is reached. His interest in the product does not end until the paper has successfully fulfilled the purpose for which it was designed.

## DEVELOPMENT OF SPECIAL AND TECHNICAL PAPERS

SPECIALTY and industrial papers must be developed by the users coming into close contact with the men who will make the paper. There is no place for a distributor in this relation-

ship except for specialties of more general use. His lack of familiarity with either manufacturer or user will only be a handicap, no matter how good his intent may be. For this reason negotiations concerning manufacture of these papers are conducted by the manufacturing department and the technical staff of the American Writing Paper Company. The ordinary salesman is not concerned with this, for there is little he can do.

The successful development of paper for these uses can be secured with the least delay when the manufacturer is allowed to make a complete study of the operations which the paper must undergo. His knowledge of paper materials and methods, plus the knowledge of particular use-requirements, will enable him to outline the entire manufacturing process and establish such specifications as will insure satisfactory performance.

#### EXPERIMENTAL EQUIPMENT FOR SPECIALTY AND INDUSTRIAL PAPERS

MANY paper-makers hesitate over the development of new specialties because of the experimental nature of the first orders. These destroy the balance of a mill and in some cases do not lead to any further business.

For such purposes the American Writing Paper Company has available an experimental paper machine arranged to make any grade of paper that may be called for. On this machine the operating details are worked out and trial orders are made until the right sort of product has been developed. The orders are then transferred to the mill best suited for making them and this mill is furnished with a full set of instructions as to the exact procedure to be followed during manufacture.

Each specialty made by this company is confined to a particular mill and almost always to a single machine in that mill. Since a specialty which may only amount to one per cent. of the company's business will keep a machine running six months of the year, the mill is able to establish a definite practice for every step of the operation and to train the workmen so that to all intents and purposes the paper is standardized as much as any item of the Primary Line.

The more important specialties made by the American Writing Paper Company to meet the requirements of different classes of manufacturers are described below. No two manufacturers in these classes will require identical qualities in the paper that is made for them because their operating conditions will differ. Consequently, no complete description of any of these papers can be published.

In the following pages are brief descriptions of the more familiar specialties which are made by the American Writing Paper



Company. The Manufacturing Department and the Department of Technical Control of the American Writing Paper Company are always ready to co-operate with a user in the drafting of specifications for a particular requirement or to assist in the development of new papers for new uses.

### *Album Papers*

These papers are made in solid colors, particularly in black and gray. They are designed primarily for making up albums for photographs. A soft surface which will take paste without cockling is essential. The paper must be free of impurities which would discolor the print.

### *Bag Paper*

Paper for bags must be quite well sized and at the same time have a surface that will take paste readily. A high tensile strength is also necessary for most purposes. All sorts of bags are made for numerous requirements, and consequently a variety of raw materials is used. Candy bags are usually made from materials similar to those used in a low grade bond because good color and appearance are required. For cement bags, strength is the only consideration. These represent the two extremes.

### *Box Boards*

Single and double white patent coated, news and chip board, used for paper boxes.

### *Box Covers*

Fancy boxes are made by pasting sheets of special high-grade paper to a box board base. These papers come in a variety of surfaces and numerous colors. Several contrasting colors often appear in the same sheet, giving unusual and striking effects.

### *Papers for Chemical Processes and Operations*

*Filter Paper*, used by pharmacists, photographers, chemists and chemical manufacturers for clarifying solutions.

*Hard Fiber Paper* is the base paper used in the manufacture of various kinds of vulcanized fiber. The paper is subjected to chemical processes during conversion into the finished product.

*Nitrating Paper* is treated with nitric and sulphuric acid to form cellulose nitrate as a preliminary step in the manufacture of celluloid.

### *Chart Papers*

The various grades of these papers are used by lithographers for map and chart printing. The paper must have a minimum of distortion when subjected to the action of moisture.

### *Coating Papers*

Include a variety of papers designed for the application of coating compounds to obtain a glossy surface or other effect.

### *Construction Paper*

This is a soft paper supplied in a wide range of colors. It is used for cheap mounts and in kindergarten work for the construction of a variety of paper objects.

### *Calender Roll Paper*

Is a soft, long-fibered paper, readily laminated by the application of pressure and used in the construction of pressure finishing rolls.

### *Drawing Paper*

Is a fairly absorbent paper with sharp tooth for pencil work. It must be of good color, cream white rather than blue white being preferred. Its name describes its principal use.

## *Duplex Papers*

Where a paper having two surfaces different in color, formation and appearance is required, the American Writing Paper Company is equipped to produce this effect upon a special combination of cylinder and Fourdrinier machines. Greater uniformity of results is obtained with a paper constructed in this manner as the defects of one type of machine are offset by the other.

## *Facing Paper*

Is a soft paper of very uniform formation and surface, made in white and colors. Appearance is more essential than strength because the paper is usually pasted to a cardboard or similar base.

For many purposes where a pasted sheet of three or more ply is required the inside sheets may be of inferior quality, serving only to add thickness and stiffness to the card. Facing paper is designed for use where it can be reinforced in this way. The sheet is made so as to take paste readily while showing no tendency to curl after pasting. It must reflect light uniformly.

## *Food Containers*

Paper is used for a variety of food containers. Among the more important are those designed for conversion into

Butter Dishes	Coffee Bags	Ice Cream Pails
Cake Circles	Drinking Cups	Oyster Pails

## *Gumming Papers*

Paper made primarily for the application of an adhesive. In addition to this characteristic, certain gumming papers must have high tensile strength—sealing tape being an example. Made in white and colors.

## *Jute Bristols*

A sheet of unusual toughness, having high tearing strength and used for shipping tags and job forms, etc.

## *Map Papers*

These are light-weight papers having all the properties of chart paper and in addition considerable folding endurance, necessary in their use in books and folders.

## *Music Roll Paper*

As the name indicates, this paper is used for the manufacture of player-piano rolls. It must be strong and tough and subject to a minimum of stretch or shrinkage with changes of atmospheric moisture.

## *Pattern Paper*

The paper used for patterns is light in weight in order to reduce the bulk. The sheet must be well closed and extremely tough and strong in order to resist handling. High-grade materials are required to meet these requirements.

## *Pencil Paper*

Is used for the manufacture of paper lead pencils. It must have a well closed formation, free from lumps. When cut, it should present a true, fine edge.

## *Papers for Printing Processes*

These papers are not printed upon but are used in connection with certain methods of printing. Prominent among them are:

Chalk Overlay Paper	Medio Board
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## *Photo Mounts*

These are demanded in a variety of styles. They may be solid or pasted stock, possibly with deckle edges. Photo mounts are usually in colors and may be plain or mottled. They are made in numerous finishes from antique to plated and embossed.

## *Special Printing Papers*

Certain methods of printing of a specialized nature require a printing surface out of the ordinary. Two examples of this class follow:

*Gelatine Board* must possess a smooth surface which is hard enough to stand the use of tacky inks without picking. It must change in dimension but slightly when wet.

*Ticker Paper* is designed for use with news or stock tickers and cash registers.

## *Safety Paper*

Checks and railroad tickets, among other similar types, are printed on a special paper impregnated with chemicals which render alteration or erasure impossible without detection. These papers are made according to special formulæ. Usually some part of the chemicals used for protection is added by the paper-maker. The rest of the formulæ is applied by the converter.

## *Sand Paper Base*

An especially strong and durable paper is required for the base paper for sand or emery paper because of the severe use to which it is subjected.

## *Paper for Sensitizing Processes*

*Blueprint Paper* is the most widely used paper of this class. The development of semi-automatic printing machinery for making blueprints has called for the development of a paper of exceptional strength when wet and the general use-requirements demand great resistance to wear under all conditions. The paper is supplied generally in three grades and in various weights, all of which are made on a basis of definite physical tests.

*Brown Print Paper.* The brown print process requires that the paper be printed through in order to make a positive of the original drawing. This necessitates a thin sheet of high transparency. The severe handling which this paper receives, together with the transparency required, limits it to one grade, an all rag paper made from the highest quality of raw materials throughout.

*Photographic Paper.* The paper which after coating and sensitizing is used for photographs presents more difficulties than are encountered in making almost any other sort of paper. The highest grades of material are used and every care exerted that the surface may be just right to coat properly. The most skillful workmanship is required throughout the manufacture.

*Photostat Papers* are a variety of photographic papers but less rigorous in their demands, for absolute perfection of surface is not so essential.

## *Shado-Craft Watermarking*

This method of watermarking is a combination of the old-style outline method together with its reverse. The design on the old-style dandy roll is raised and thins the sheet at the points of contact. Consequently, when the sheet is held to the light, the design appears lighter than the surrounding paper.

In Shado-Craft watermarking, the design is chiefly intaglio—that is, lower than the surface of the dandy roll, and thickens the sheet at the points of contact. Consequently, the mark appears darker in the finished sheet, and shading effects are possible.

These marks find their chief demand among large users who desire a special letterhead, or other form, bearing their own trade mark or identification. The marks are localized—that is, centered in the final cut sheet.

By means of this process, the beautiful shaded effects heretofore produced only in imported hand-made papers can be secured in machine-made papers. The marks are of the same character as those appearing in the documents of our Department of State, Bank of England notes, French notes, and in practically all the paper money and stamps of foreign countries. It is an absolute safeguard and positively cannot be counterfeited.

Since each demand requires special consideration, depending on the complexity of the design and other factors, those desiring such marks should see any Eagle-A Service House.

## *Special Wrapping Papers*

The papers used for wrapping many manufactured articles must meet requirements that are often both unusual and rigid. For these special purposes, strength, normally the prime requisite in wrapping paper, may be of minor importance. A whole list of papers that are made to meet special requirements in this class would be formidable. The following selections show the variety of qualities demanded.

*Acid or Alkali Proof Papers.* This term is given to colored papers which must not fade or change color when exposed to acid or alkali. The range of dyes that can be used for such papers is quite limited.

*Anti-Rust Papers* are required for wrapping objects of polished steel like ball bearings and fine tools. These papers are made of carefully selected materials free of traces of any corrosive compounds.

*Anti-Tarnish Paper.* The paper used for wrapping silverware must not contain any compound that will induce tarnishing. Here again the raw materials, including the chemicals used in the manufacture, must be closely inspected.

*Black Wrapping Papers.* A black wrapping paper is chosen whenever a light-proof wrapper is required. As this is most often essential in the case of photographic goods the principal requirement is absence of any material which would injure the delicate surface of dry plates, films or photographic paper. Obviously the paper must be uniform in texture and free from pin holes.

*Druggists' Wrapping.* This is a high-grade wrapping paper often supplied in colors and in general partaking of the appearance and strength of a bond paper of the lower grades. These papers are often glazed on one side.

*Duplex Wrapping.* Special colored wrappers are sometimes used to distinguish quickly between grades, weights, etc., of a commodity. To secure this effect and yet to obtain economy, the desired color is made upon one side only—the other side being invariably natural or lightly colored.

## *Waxing Paper*

The general requirements to be met with in the manufacture of paper which is to be waxed are light weight, strength and a fair degree of transparency. Permanence is not a factor so that this paper is largely made from chemical wood pulp.

## *Wrapper*

*Special Mailing.* These wrappers are used for mailing magazines, pamphlets and newspapers.

# How to Plan Printed Salesmanship

FORTUNATE indeed is the modern printer who has seized the strategic points of power in his business by developing creative rather than competitive effort. Under present-day conditions, the field of printers seeking merely mechanical excellence is seen to be overcrowded. This situation is reflected in a state of price-cutting competition that has fathered a long line of evils, and induced pessimism and a lowered morale in printers who have fallen under its limitation.

## PRINTING DEPENDING ON BUSINESS

Sales and circulation of money are the lifeblood of business. In conditions of business health, printing has always found its strength. When business drooped, printing has always suffered. Renewed impetus for business is the only logical remedy.

## BUSINESS DEPENDING ON PRINTING

The restoration of both lies in the intelligent application of *creative selling ability*. The printer who has proved that he can produce vital, constructive printed salesmanship can supply a crying need. He is a man of power—no longer a mechanical tool to be used or flung aside as occasion serves. If business suffers, if sales fall away, he is the man who will be eagerly sought. The value of his services *rises* when business assets *fall*. The sales of his client are his chief concern—not keeping his own shop busy. That happens automatically as his clients sell and want to sell more.

## THE FIRST STEP

Printers realize that they cannot create such printed salesmanship—or control it—without giving time and attention to mastering its principles. They must adjust their minds to an entirely new angle. In this crisis they turn instinctively to seek the man who has actually demonstrated these principles—*who has himself built up a printing business by means of printed salesmanship*—as their authority and guide. In the person of Robert Ruxton, who after years of successful experience (as a writer salesman associated with a printer) has been induced to write a course in preparing and selling printed salesmanship, such an authority has happily been found. This course, published under the supervision of Joseph A. Borden, director of the Department of General Service of the American Writing Paper Company, is not for sale but is distributed to printers through the United Typothetæ of America.

Before printed salesmanship can be prepared for any business, the exact needs and situation of that business must be discovered. Something presumably is wrong that can be righted. These preliminary steps correspond to the investigations of a medical specialist before venturing upon diagnosis. The business specialist, likewise, must completely examine before he prescribes. He does not accept as final the conclusions or theories of the men who are conducting the business. By patient and persistent questioning, he analyzes a complicated situation as a mechanic takes apart a physical mechanism with his tools. Eventually he finds parts that are not functioning correctly, and traces a mass of miscellaneous symptoms to a few fundamental causes.

## THE PLAN OUTLINED

Assured that the causes are thoroughly understood, he is in a position to decide what further course to follow. This decision may involve a large amount of printed literature or less; but it is in no sense to be judged from that point of view by the printer. Outlining the plan is the most important part of the whole work, and should have a separate charge—not be given as free service. Remember that errors made here cannot be remedied later by fine printing or carefully managed distribution. Confidence and reputation as a business adviser must be won by the printer and actual results obtained at any cost, for the statements of clients that *his printed salesmanship has improved their business* are the foundations of the future he is building. Clients' sales must be primary considerations and his own presses secondary—printing orders will automatically follow successful selling.

## PRINCIPLES, NOT METHODS, UNDERLIE PLAN

A printing house can undertake the planning of printed salesmanship on a large scale, with a department of writer salesmen headed by a business analyst of tested ability. In this case, the printer may not possess the necessary skill and experience to do the work himself, but must understand and control it as he understands and controls composition or presswork, or any other necessary process.

On the other hand, the small printer, ambitious to apply the same ideas, is limited only by his own energy and resourcefulness in demonstrating the fundamental principles of advertising-selling.

Years ago one of the pioneers of printed salesmanship began by taking letters, circulars, and other kinds of advertising matter

out of various waste-baskets and studying them critically. When he saw an obvious chance for improvement, he returned the mailing piece to the sender with comments and suggestions attached. By so demonstrating his power constructively to improve their selling plans, he won new customers, because they naturally *asked him to print the revised matter*; this opened opportunities that soon led to the study of his customers' problems on a larger and more impressive scale, carrying substantial fees for the work in addition to the cost of the actual printing.

## SPECIFYING THE MEDIA

The Plan naturally concludes by determining the number of pieces in the campaign and the exact form these shall take. Assume for purposes of illustration that a canvassing letter with two printed enclosures is to be sent first to get requests for booklet from those interested. A series of trade paper advertisements are also arranged to stimulate further requests for the booklet, and to reinforce the campaign from other angles. Twelve follow-up letters are to be sent to prospects who have received the booklet. All details are significant in the light of facts previously discovered. The canvassing letter, we will say, is to be multigraphed and carefully filled in on the firm's letterhead, with a genuine signature. The booklet, plates for trade papers, and envelope enclosures constitute the printer's work; while the letters will go direct to the client for mailing by him under definitely fixed conditions prescribed by the Plan.

## THE EXECUTION OF THE PLAN

### *The Copy*

The Copy must now be written, either by the same man who made the Investigation, Analysis and Plan or by another writer in co-operation with him. *Methods* of doing this cannot satisfactorily be indicated, but *principles* of procedure have been admirably outlined in the Typothetæ Course previously referred to. Truth and reasoning are fundamental; clearness of presentation is all-important; *salesmanship* that will react to tests must inhere in this copy. It must "show an advantage through positive, moving words that demonstrate the desirability of seizing such advantage"—by attracting attention, developing interest, inducing desire and compelling action.

### *The Design*

The right time for the layout and dummy is after copy has been approved. Then the commercial artist may faithfully use his skill to *interpret* the written word and to visualize and extend

its significance. Printed salesmanship must be *attractive*. Here the printer, skilled in the use of type and white space, is squarely on his own ground. Proportion must be carefully maintained, however—the basic sales message must not be subordinated to attention-getting elements.

### *Printing or Multiplying*

This is the last stage in preparing printed salesmanship—a purely physical process where the experienced printer is in his natural element and looks for no outside guidance. Here fine technique may add the last touch of perfection—and the finished product is attained.

## AN IMPORTANT STEP

Realizing that many printers will be inspired by the hope of increased profits to undertake for the first time the preparation of printed salesmanship, the American Writing Paper Company has taken steps to make these efforts successful. As previously stated, the Typothetæ Lesson Booklets have been prepared at great expense by a specialist solely for this purpose; they offer a practical *working manual* to those intending to handle any phase of printed salesmanship. They are available without expense to all printers; nothing else at all like them is anywhere obtainable.

## A KEY TO THE LESSON BOOKLETS

The key or index is to enable any student of the Course to trace quickly through the series any word or subject of interest and to find all those pages in the lessons where it is discussed or referred to. For looking up ordinary terms its value is obvious. And if perhaps some phrase or expression used exclusively in a special sense lingers in the mind, and the reader desires to follow up this clue, it will be found possible to do so by again using the reference index. For instance the reader may recall that reference was made with particular significance to “affirmative copy,” and may wish to read again all that has been said about it. By using the key index this may quickly be done. This index (which follows on the next pages) will prove of great practical help to printers who undertake to prepare any kind of printed salesmanship.



# The Key

TO

A COURSE IN WRITING PRINTED SALESMANSHIP  
FOR U. T. A. PRINTERS WRITTEN BY  
ROBERT RUXTON

DEDICATED TO THE UNITED TYPOTHETAE OF AMERICA  
BY THE AMERICAN WRITING PAPER COMPANY  
HOLYOKE, MASS., 1922

EXPLANATORY NOTE:—This is a cross index to all the subjects treated in the twenty-four books comprising the course referred to above. Its purpose is to enable the reader of the books to find instantly references to all the questions that arise in Writing Printing Salesmanship. This will prove to be a time-saver and will also enable the user to get the full benefit of this course.

Each book of the course is called a "Lesson"; in this index the letter "L" will mean the lesson or book number; and the letter "P" will mean page number. For example: L2, P4, means refer to Lesson Book Two, Page 4. L2, P8, 11, 16, means Lesson 2, pages 8, 11, 16. L2, P6-15, means Lesson 2, pages 6 to 15 inclusive. It should be noted that the exact words of the Index may not be in the reference actually stated, as often the principle or thought conveyed will be given. It has been the intent to guide the reader to the *principle*, no matter what the form of the question in the reader's mind.

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17.	“ “ “ “
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As an additional help, this Handbook contains some general suggestions for the preparation of documents, stationery, office and factory forms published at the request of printers. These have resulted from careful research and analysis by the Research Department of the American Writing Paper Company for many of the largest and most successful corporations in the country. A complete index of the pages on which this information may be found is given in the Blue section at the back of the book.

Further material will be published by the American Writing Paper Company from time to time to assist printers in the development of their business.

Planning  
Stationery

Freight  
Rates

Trade  
Customs

Paper  
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How Pa  
Is Mad

Stocking  
Paper

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Referen  
Guide

Index

# *Planning Stationery*

## THE DESIGN, MAKE-UP AND ARRANGEMENT OF STATIONERY, OFFICE AND FACTORY FORMS

A GREAT amount of printed matter is designed without reference to the economical size which will cut without waste from any of the regular standard sheet sizes. While the amount of trim necessary may differ, it does not vary to any appreciable amount and, if the standard sheet sizes of paper are considered when the size of the form is determined, the waste of paper and excessive trim may be avoided.

Uniformity of size in the forms of one company is also an important matter, and a company should consider and select the smallest number of the different standard sizes which will cover all requirements. The  $8\frac{1}{2}" \times 11"$  size with its division into halves, quarters, etc., is becoming more and more the adopted standard.

In many cases, odd sizes may be reduced to lower standard sizes. There is no real advantage, however, in cutting down a standard size to an odd size to provide excessive trimming.

The standardized invoice adopted at the 1920 convention of the National Association of the Purchasing Agents is  $8\frac{1}{2}"$  wide with a minimum of 7" and a maximum of 14" in length, a tolerance of  $\frac{1}{8}"$  in each dimension being permitted. The Association also urges that all invoices be cut from 17" x 22" or 17" x 28" stock. The American Bankers Association has adapted as a standard check size,  $3\frac{3}{8}" \times 8\frac{3}{8}"$ , which, allowing  $\frac{1}{8}"$  trim, is one-half of the minimum invoice size  $8\frac{1}{2}" \times 7"$ .

Considerable saving may be effected if consideration is given to the matter of size, and in such cases where odd non-standard sizes seem advisable or necessary the cost of the waste should be estimated.

The consumer, therefore, should always consult his printer before making the final decision on the size of an office form as a slight variation may effect marked economy. And the printer should advise the customer whenever it is evident that a wasteful size is being planned.

# The Substance Factor

## FOR DETERMINING THE WEIGHT OF PAPER

A GREAT deal of confusion has resulted from the different basis (substance) weights used by the trade for different classes of paper. There is no particular reason why papers of every class should not be sold on the same substance weight basis although the actual sizes may be different. To meet this, a new plan has been proposed and is rapidly gaining favor.

This new basis is the weight of a ream (500 sheets) of paper of which each sheet has an area of 1,000 square inches. With this as a unit the weight of a ream of paper of any size can be quickly figured. For instance a sheet of 17" x 22"—20 would be very close to substance 53½ on the new standard. Working from the standard, suppose it were desired to know the weight of a ream of 17" x 22", it would be necessary to multiply length by width, divide this product by 1,000 and multiply by 53½. This gives the answer—20 pounds.

### OLD AND NEW SUBSTANCE WEIGHTS

Numbers in italics are old basis weights, other numbers are these weights expressed on the new basis, to sheet size 25" x 40".

Bonds Ledgers Writings Linens Mimeographs	17 25	<i>x 22</i> <i>x 40</i>	13 35	16 43	20 53	24 64	28 75	32 85	36 96	40 107
	17 25	<i>x 28</i> <i>x 40</i>	16.5 35	20.5 43	25.5 53	30.5 64	35.5 75	40.5 85	46 96	51 107
	19 25	<i>x 24</i> <i>x 40</i>	16 35	19.5 43	24.5 53	29.5 64	34 75	39 85	44 96	49 107
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	26 25	<i>x 29</i> <i>x 40</i>	36 47	40 53	47 63	56 74	63 84	71 95	79 105	95 126
	30½ 25	<i>x 41</i> <i>x 40</i>	59 47	66 53	79 63	92 74	105 84	119 95	132 105	158 126
	32 25	<i>x 44</i> <i>x 40</i>	67 47	74 53	89 63	104 74	119 84	133 95	148 105	178 126
	35 25	<i>x 45½</i> <i>x 40</i>	75 47	84 53	101 63	117 74	134 84	150 95	168 105	201 126
Covers	20 25	<i>x 26</i> <i>x 40</i>	25 48	35 67	40 77	45 87	50 96	65 125	100 192	130 250
	23 25	<i>x 33</i> <i>x 40</i>	34 48	53 67	56 77	65 87	73 96	95 125	146 192	190 250
Bristols	25½ 25	<i>x 30½</i> <i>x 40</i>	110 141	140 180	170 219	220 283				
	22½ 25	<i>x 28½</i> <i>x 40</i>	100 141	110 180	140 219	180 283				
Weddings Papeteries	21½ 25	<i>x 33</i> <i>x 40</i>	53 75	60.5 85	76 107	106 149	121 171	159 224	181.5 256	

In expressing new basis in size 25" x 40", no decimals have been used and next nearest number has been taken.

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## Freight

### PAPER FREIGHT RATES AND TRANSPORTATION

THIS page shows the carload freight rates and indicates the fastest possible time for shipment of car loads from Holyoke. A day or two should be added for safety. The time for shipment from Eastern divisions outside of Holyoke will usually be a day longer but the rates are practically the same. From the mills in Ohio and Wisconsin, the rates and time are not indicated here. The American Writing Paper Company prides itself on the efficiency of its Traffic Department and the effective service it tenders in following up shipments and in securing the most economical rates.

Atlanta.....	6 days	\$0.69
Albany.....	2 days	.16½
Augusta.....	3 days	.25

Baltimore.....	3 days	\$0.30
Billings.....	15 days	1.87½
Birmingham.....	7 days	.81



# Rates

## TIME MAP OF THE UNITED STATES

Boston.....	overnight	\$0.16 $\frac{1}{2}$ -.20 $\frac{1}{2}$	Milwaukee.....	5 days	\$0.46 $\frac{1}{2}$ -.47 $\frac{1}{2}$
Chicago.....	4 days	.46 $\frac{1}{2}$ -.47 $\frac{1}{2}$	New Orleans.....	7 days	.97 all rail
Cincinnati.....	4 days	.40-.41			.49 ocean and rail
Cleveland.....	4 days	.34	New York.....	overnight	.22
Dallas.....	9 days	1.60 $\frac{1}{2}$ all rail	Omaha.....	6 days	.77-.78
		.79 $\frac{1}{2}$ ocean and rail	Philadelphia.....	2 days	.27
Denver.....	9 days	1.21-1.22	Pittsburgh.....	4 days	.30
Des Moines.....	5 days	.67-.68	Portland.....	3 days	.24
Detroit.....	4 days	.36-.37	Providence.....	2 days	.23
Houston.....	8 days	1.17 all rail	Richmond.....	3 days	.38
		.71 ocean and rail	Rochester.....	3 days	.28 $\frac{1}{2}$
Indianapolis.....	4 days	.43-.44	Salt Lake City.....	13 days	1.87 $\frac{1}{2}$
Jacksonville.....	8 days	.56 via rail	San Francisco.....	15 days	1.87 $\frac{1}{2}$
		.43 $\frac{1}{2}$ via boat	Seattle.....	19 days	1.87 $\frac{1}{2}$
Kansas City.....	6 days	.77-.78	Spokane.....	21 days	1.87 $\frac{1}{2}$
Lincoln.....	7 days	.88 $\frac{1}{2}$ -.89 $\frac{1}{2}$	St. Louis.....	5 days	.54 $\frac{1}{2}$ -.55 $\frac{1}{2}$
Los Angeles.....	15 days	1.87 $\frac{1}{2}$	St. Paul.....	6 days	.64-.65 all rail
Louisville.....	5 days	.46 $\frac{1}{2}$ -.47 $\frac{1}{2}$		10 days	.50 rail and lake
Memphis.....	7 days	.90	Troy.....	2 days	.21 $\frac{1}{2}$

NOTE: To Pacific Ports—By boat, port to port, 50 cents, 21-35 days. This rate will undoubtedly be raised as it is out of line with rail rate and is caused by rail war.

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# *Paper Trade Customs for the Eagle-A Line*

## GENERAL REGULATIONS GOVERNING THE MANUFACTURE AND SALE OF PAPERS FOR COMMERCIAL USE

OPERATING and trading conditions have brought about certain customs that govern the making, packing, distributing and selling of every class of product. These practices are called Trade Customs.

Having resulted from practical and economic conditions which affect the manufacture and marketing of any class of products, trade customs are usually accepted by all those doing business in an industry.

The following trade paper customs are those adhered to by the American Writing Paper Company.

### WRITINGS

#### SUBSTANCE NUMBER PLAN FOR BONDS, FINES, FLATS, ETC.

Table showing revised weights which the National Paper Trade Association, under date of April 17, 1917, requested the Manufacturers to mark on reams of Bonds and Linens, Flat Writings and Ledger Papers made to Substances.

#### *Special Sizes*

On special sizes, an additional charge shall be made for lots of less than one ton.

The following sizes may be considered as regular:

#### FLATS AND BONDS

14 x 17	26 x 34	17 x 26
17 x 28	19 x 24	18 x 23
28 x 34	24 x 38	23 x 36
16 x 21	19 x 26	21 x 33
21 x 32	26 x 38	30 x 38
16 x 26	19 x 28	20 x 28
17 x 22	28 x 38	28 x 40
22 x 34	19 x 30	28 x 42½
22 x 25½		

LEDGERS		
14 x 17	21 x 32	18 x 46
17 x 28	16 x 42	19 x 24
28 x 34	17 x 22	19 x 48
15 x 19	22 x 34	24 x 38
19 x 30	18 x 23	20 x 28
16 x 21	23 x 36	28 x 40
LOOSE-LEAF		
16 $\frac{1}{4}$ x 21 $\frac{1}{4}$	22 x 38	23 x 24 $\frac{1}{2}$
17 $\frac{3}{4}$ x 22 $\frac{3}{4}$	22 $\frac{1}{2}$ x 22 $\frac{1}{2}$	23 $\frac{1}{4}$ x 28 $\frac{1}{2}$
19 $\frac{1}{4}$ x 24 $\frac{1}{4}$	22 $\frac{1}{2}$ x 28 $\frac{1}{2}$	24 $\frac{1}{2}$ x 24 $\frac{1}{2}$
19 $\frac{1}{4}$ x 28 $\frac{1}{2}$	22 $\frac{1}{2}$ x 34	24 $\frac{1}{2}$ x 28 $\frac{1}{2}$
21 $\frac{1}{2}$ x 31 $\frac{1}{2}$	22 $\frac{3}{4}$ x 25 $\frac{3}{4}$	24 $\frac{1}{2}$ x 29
22 x 34	22 $\frac{3}{4}$ x 35 $\frac{1}{2}$	24 $\frac{1}{2}$ x 36 $\frac{1}{2}$
		24 $\frac{1}{2}$ x 38 $\frac{1}{2}$

Any of the above sizes not regularly stocked by the mill in the grade ordered may be considered special sizes, but these and any other sizes may be considered regular if stocked by the mill or buyer; but all special orders for sizes other than those mentioned, unless regularly stocked, shall be billed at an additional charge in lots of less than one ton.

### *Special Colors*

On special colors, or colors not regularly made in the grade ordered, an additional charge shall be made where such orders are less than two tons. The quantities mentioned in this and the preceding rule are understood to be the quantities named in the original order or inquiry and not the quantities that may be arrived at by adding the 10 or 15% over-run provided for in the rule under "Over-runs and Under-runs." For example, an order for say 1,900 pounds is an order for less than one ton and shall be billed and accepted with the additional charge, although when made the allowed over-run may make the shipment aggregate more than 2,000 pounds. Under the custom in this paragraph mills may make in any established grade for a customer buying said grade regularly, without additional charge, such colors as may be decided upon as constituting the regular colors of such customer's line.

### *Color Differential*

On all writing papers, namely Fines, Flats, Ledgers, Bonds, Linens, and special finishes, and Typewriter Papers, there shall be an additional charge for colors in said grades and lines.

### *Over-runs and Under-runs*

On special orders of one ton or less, over-runs and under-runs not greater than 15% shall be considered good deliveries. On orders for more than one ton, over-runs and under-runs not greater than 10% shall be considered good deliveries.

### *Broken Packages*

On orders for less than a full package, an additional charge shall be made. A full package shall be construed as that number of sheets which it is the custom of the mill to use in wrapping and selling the item of paper in question. This does not apply to orders for one or more full packages and a fraction; for example, an order for 3 $\frac{1}{4}$  packages.

### *Stenciling*

No paper made one weight and stenciled another.

### *Actual and Nominal Weight*

Paper, the average actual weight of which, including wrappers, does not exceed 2 $\frac{1}{2}$ % above or below the nominal weight, shall constitute a good delivery and shall be billed at the nominal weight. The above shall be based on items of one size and weight on individual invoices.

## *Claims*

No claims allowed after paper is cut, ruled, or printed.

Experience has shown that exceptional cases occasionally arise where the fault is clearly with the mill and where an absolutely literal enforcement of this custom would work injustice and hardship to the merchants. It is, therefore, understood that mills will enforce the spirit of this custom, deciding exceptional cases upon their merits and according to the rules of equity.

## *Samples*

No paper of private watermarks or brands to be supplied for sampling purposes, nor allowance made on account of watermarks or brands.

## *Shipping Date*

All "make and hold" orders must specify an ultimate date for shipment at which date goods are to be billed and the invoices taken to account by customer, whether ordered shipped or not.

## *Special Packages*

Where unruled paper is to be cut and folded in ream bundles or quarter ream and pound packages, the paper in the flat shall first be charged for at the regular flat price and an additional charge shall be made for cutting and folding.

## *Ruling*

An additional charge shall be made for faint ruling, such as letterheads, etc., and for struck ruling, such as billheads, statements, etc. This charge is to apply on paper basis 17" x 22"—16, and over; 13 pound paper to be charged on the basis of 16 pound, and on papers of less than 13 pound weight, the charge to be at the option of the mill doing the work.

## *Cutting*

There shall be an additional charge wherever the regular sizes and weights of unruled paper of the mill are to be cut to smaller sizes.

- (a) This charge to be made when cutting any regular size containing not less than 336 square inches (16" x 21") down to and including a size containing not less than 84 square inches (8" x 10½"), and an additional charge to be made for cutting sheets containing less than 84 square inches down to and including a sheet containing 42 square inches.
- (b) When cut to small sizes, the charge shall be the same whether the packages are sealed, banded, or merely divided by markers.

## *Untrimmed Paper*

Paper shipped untrimmed is to be billed at proportionate weight, and there shall be no allowance made for paper untrimmed instead of trimmed, nor unsealed instead of sealed, nor for both.

Paper such as Envelope paper, sold on basis of cut and trim on the machine, to be considered as trimmed paper.

## *Special Watermarks*

Merchants, manufacturers, or converters desiring special watermarks for their customers must pay the cost of dandy roll, and no credit will be given on account of the number of cases ordered.



## *Private and Mill Brands*

The charge for private watermarks in standard grades shall be commensurate with the increased cost of producing such watermarks as compared with mill stock watermarks.

## *Light Weights*

For weights lighter than basis 17" x 22"—16, 500 sheets, an additional price to be charged. All Bond and Writing paper, including ledgers, linens and special finishes, basis 15, 14, 13 pound folio, to be charged for at ream prices, 16 pound basis.

## *Terms of Sale*

Terms of sale shall be cash 30 days, less 3%. No discount after 30 days and no time option. Thirty days shall be construed to mean 30 days from date of invoice, and where several invoices fall in one month, 30 days from the average date of said invoices, or if a definite settlement date is preferred, said settlement date at which settlements are to be mailed shall be not later than the 20th day of the month next succeeding the date of the invoices.

## *Substance Weights*

New orders for Bonds and Linens, and special finishes, Flat Writings and Ledgers will be entered and manufactured only in conformity with the following list of substances and to the conditions appended thereto.

### *See List on Following Page*

For convenience in merchandising, reams will be marked (in addition to their respective substances) with their approximate weights, the table to be used being that compiled by the National Paper Trade Association and embodied in its request under date of April 17, 1917.

The substance may be omitted from the reams on private watermarks or brands, if so requested by the owner thereof.

- (a) Intermediate substances carry same ream price as next higher substance. Trade Custom under "Light Weights" governs on substances below 16.
- (b) Trade Custom under "Special Sizes" governs on odd sizes.
- (c) Beginning October 1, 1918, this Trade Custom shall apply to all grades of Writing Paper from above 10 pound folio basis, to and including 44 pound folio basis. Exception: Grades below No. 2 Rag Envelope.

# WRITINGS

## SUBSTANCE NUMBER PLAN

*For Bonds, Fines, Flats, etc.*

Table showing revised weights which the National Paper Trade Association, under date of April 17, 1917, requests the Manufacturers to mark on reams of Bonds and Linens, Flat Writings, and Ledger Papers made to Substances

	No. 13	No. 16	No. 20	No. 24	No. 28	No. 32	No. 36	No. 40	No. 44
14 x 34	16½	20½	25½	30½	35½	40½	46	51	56
16 x 21	11½	14½	18	21½	25	28½	32½	36	39½
16 x 26	14½	18	22	26½	31	35½	40	44½	49
16 x 42	23	29	36	43	50	57	65	72	79
16¾ x 21¾	12	15	18½	22	26	29½	33	37	40½
17 x 22	13	16	20	24	28	32	36	40	44
17 x 26	15½	19	23½	28½	33	38	42½	47½	52
17 x 28	16½	20½	25½	30½	35½	40½	46	51	56
17 x 44	26	32	40	48	56	64	72	80	88
17 x 56	33	41	51	61	71	81	92	102	112
17¾ x 22¾	14	17½	21½	26	30	34½	39	43	47½
19 x 23	14½	17½	22	26½	31	35½	40	44½	48½
19 x 46	29	35	44	53	62	71	80	89	97
19									
19 x 24	16	19½	24½	29½	34	39	44	49	53½
19 x 26	17	21	26½	31½	37	42½	47½	53	58
19 x 28	18½	23	28½	34	40	45½	51	57	62½
19 x 30	20	24½	30½	36½	42½	49	55	61	67
19 x 48	32	39	49	59	68	78	88	98	107
19¼ x 24¼	16	20	25	30	35	40	45	50	55
19¾ x 28¾	19	23½	29½	35	41	47	53	58½	64½
20 x 28	19½	24	30	36	42	48	54	60	66
20 x 56	39	48	60	72	84	96	108	120	132
21 x 32	23	29	36	43	50	57	65	72	79
21 x 33	24	29½	37	44½	52	59½	66½	74	81½
21½ x 31½	23½	29	36	43½	50½	58	65	72½	79½
22 x 25½	19½	24	30	36	42	48	54	60	66
22 x 34	26	32	40	48	56	64	72	80	88
22 x 38	29	36	44½	53½	62½	71½	80½	89½	98½
22½ x 22½	17½	21½	27	32½	38	43½	48½	54	59½
22½ x 28½	22½	27½	34½	41	48	55	61½	68½	75½
22½ x 34	26½	32½	41	49	57½	65½	73½	82	90
22¾ x 25¾	20½	25	31½	37½	44	50	56½	62½	69
22¾ x 35½	28	34½	43	52	60½	69	77½	86½	95
23 x 24½	19½	24	30	36	42	48	54	60½	66½
23 x 28	22½	27½	34½	41½	48	55	62	69	76
23 x 31	25	30½	38	45½	53½	61	68½	76	84
23 x 34	27	33½	42	50	58½	67	75½	83½	92
23 x 36	29	35	44	53	62	71	80	89	97
23¾ x 28½	23	28½	35½	42½	49½	56½	64	71	78
24 x 38	32	39	49	59	68	78	88	98	107
24 x 48	40	49½	61½	74	86	98½	111	123	135½
24½ x 24½	21	25½	32	38½	45	51½	58	64	70½
24½ x 28½	24½	30	37½	45	52½	59½	67	74½	82
24½ x 29	24½	30½	38	45½	53	61	68½	76	83½
24½ x 36½	31	38½	48	57½	67	76½	86	95½	105
24½ x 38½	33	40½	50½	60½	70½	80½	91	101	111
26 x 32	29	36	44	53	62	71	80	89	98
26 x 33	30	36½	46	55	64	73½	82½	92	101
26 x 34	31	38	47	57	66	76	85	95	104
26 x 38	34	42	53	63	74	85	95	106	116
27 x 40	37½	46	58	69½	81	92½	104	115½	127
28 x 34	33	41	51	61	71	81	92	102	112
28 x 38	37	46	57	68	80	91	102	114	125
28 x 40	39	48	60	72	84	96	108	120	132
28 x 42½	41½	51	63½	76½	89	102	114½	127½	140
30 x 38	40	49	61	73	85	98	110	122	134
31 x 53	57	70½	88	105½	123	140½	158	175½	193½
34 x 44	52	64	80	96	112	128	144	160	176

# BOOK PAPERS

## APPLYING TO UNCOATED AND COATED PAPERS

### Standard Ream and Sales Basis

- Five hundred (500) sheets shall constitute a standard ream of paper unless otherwise specified.
- The basic size shall be 25" x 38".
- The minimum basic weight for machine-finished paper shall be 45 pounds, for supercalendered paper 50 pounds, and for paper coated on one side 60 pounds, and on two sides 70 pounds.
- The basic selling price shall be for paper packed for domestic use in ordinary wooden cases, untrimmed, with customary ream markers, or for paper similarly packed in skeleton frames.

### Regular Stock Substance Weights and Sizes

- Regular Substance Weights**  
The following are established as regular standard substance weights:  
Machine Finish and Supercalendered Papers—30, 35, 40, 45, 50, 60, 70, 80, 100 pounds.  
Coated Paper—60, 70, 80, 90, 100, 120 pounds.
- Regular Stock Sizes**  
The following are established as regular standard stock sizes and substance weights:

## BOOKS PAPERS

### APPLYING TO UNCOATED AND COATED PAPERS

#### Standard Ream and Sales

Size	Weight										
25 x 38	30	35	40	45	50	60	70	80	90*	100	120*
22 x 32	22	26	30	34	37	45	52	60	67	74	89
24 x 36	27	32	36	41	45	55	64	73	82	91	109
25 x 38	30	35	40	45	50	60	70	80	90	100	120
26 x 29	24	28	32	36	40	48	56	64	72	80	95
26 x 40	33	38	44	49	55	66	76	88	98	110	131
28 x 42	37	43	50	56	62	74	86	99	111	124	148
28 x 44	39	45	52	58	65	78	91	104	116	130	155
29 x 52	48	56	63	71	79	95	111	127	143	159	190
30½ x 41	40	46	53	59	66	79	92	105	119	132	158
32 x 44	44	52	59	67	74	89	104	119	133	148	178
33 x 46	48	56	64	72	80	96	112	128	144	160	192
34 x 44	47	55	63	71	79	95	110	126	142	157	189
35 x 45	50	58	66	75	83	100	116	132	149	166	199
36 x 48	55	64	73	82	91	109	127	146	164	182	218
38 x 50	60	70	80	90	100	120	140	160	180	200	240
41 x 61	79	92	105	118	132	158	184	211	237	263	316
42 x 56	74	87	99	111	124	149	173	198	223	248	297
44 x 56	78	91	104	117	130	156	182	207	233	259	311
44 x 64	88	104	118	134	148	178	208	238	266	296	356

\*Applies only to Coated Papers.

### Making Orders

- Orders for 2,000 pounds or more for one regular size, one color and regular substance weight shall be made without extra charge.
- Orders for 5,000 pounds or more for one irregular size and one regular color and substance weight shall be made without extra charge. Orders for 2,000 pounds to less than 5,000 pounds shall take an additional charge of 10% (to be added to the selling price).

- (c) Orders for 10,000 pounds or more for one regular size in an irregular substance weight, or for one irregular size in an irregular substance weight shall be made without extra charge. If ordered in less quantity, an additional charge shall be added to the selling price, as follows:

Orders for 5,000 pounds to less than 10,000 pounds—add 5%.

Orders for 2,000 pounds to less than 5,000 pounds—add 10%.

### *Additional Charge for Light Weights*

Percentages of selling price, irrespective of packing, shall be added for each pound or fraction thereof below the minimum basic weight, as follows:

(a) *Machine Finish*

The basic weight of Machine Finish paper shall be 25" x 38"—45 pounds—500 sheets. For lighter weights an additional charge shall be made and computed as follows:

Add 1% of selling price for each pound or fraction thereof below 45 pounds down to and including 35 pounds.

Add 2% of selling price for each pound or fraction thereof below 35 pounds down to and including 30 pounds.

Add 3% of selling price for each pound or fraction thereof below 30 pounds down to and including 25 pounds.

EXAMPLE: *Assuming paper at \$10.00 per cwt.*

45 pounds—\$10.00

35 pounds—\$11.00—10 pounds at 1% equals 10% or \$1.00 per cwt.

30 pounds—\$12.00—5 pounds at 2% equals 10% or \$1.00 per cwt.

25 pounds—\$13.50—5 pounds at 3% equals 15% or \$1.50 per cwt.

(b) *Supercalendered*

The basic weight of Supercalendered paper shall be 25" x 38"—50 pounds—500 sheets. For lighter weights an additional charge shall be made and computed as follows:

Add 1% of selling price for each pound or fraction thereof below 50 pounds down to and including 40 pounds.

Add 2% of selling price for each pound or fraction thereof below 40 pounds down to and including 35 pounds.

Add 3% of selling price for each pound or fraction thereof below 35 pounds down to and including 30 pounds.

EXAMPLE: *Assuming paper at \$10.00 per cwt.*

50 pounds—\$10.00

40 pounds—\$11.00—10 pounds at 1% equals 10% or \$1.00 per cwt.

35 pounds—\$12.00—5 pounds at 2% equals 10% or \$1.00 per cwt.

30 pounds—\$13.50—5 pounds at 3% equals 15% or \$1.50 per cwt.

(c) *Coated*

The basic weight of Coated paper (coated two sides) shall be 25" x 38"—70 pounds—500 sheets. For lighter weights an additional charge shall be made and computed as follows:

Add 1% of selling price for each pound or fraction thereof below 70 pounds down to and including 45 pounds.

Add 2% of selling price for each pound or fraction thereof below 45 pounds down to and including 35 pounds.

EXAMPLE: *Assuming paper at \$10.00 per cwt.*

70 pounds—\$10.00

45 pounds—\$12.50—25 pounds at 1% equals 25% or \$2.50 per cwt.

35 pounds—\$14.50—10 pounds at 2% equals 20% or \$2.00 per cwt.

The basic weight of Lithograph and Coated paper (coated one side) is 25" x 38"—60 pounds—500 sheets. For lighter weights an additional charge shall be made and computed as follows:

Add 1% of selling price for each pound or fraction thereof below 60 pounds down to and including 40 pounds.

Add 2% of selling price for each pound or fraction thereof below 40 pounds down to and including 35 pounds.

EXAMPLE: *Assuming paper at \$10.00 per cwt.*

60 pounds—\$10.00

40 pounds—\$12.00—20 pounds at 1% equals 20% or \$2.00 per cwt.

35 pounds—\$13.00—5 pounds at 2% equals 10% or \$1.00 per cwt.

## *Finishing Charges*

- (a) *Supercalendering.* An additional charge shall be made for supercalendering.
- (b) *Special Sizing.* An additional charge shall be made for special sizing of not less than 25 cents per cwt. above the selling price.
- (c) *Laid.* An additional charge shall be made for laid Book paper of not less than 25 cents per cwt. above the selling price.
- (d) *Watermarking.* An additional charge shall be made for watermarking Book paper of not less than 50 cents per cwt. above the selling price.

## *Wrapping and Packing*

The basic selling price shall be for paper packed for domestic use in ordinary wooden cases, untrimmed, with customary ream markers, or for paper similarly packed in skeleton frames.

- (a) If lapped in bundles.....deduct 25 cents per 100 pounds
- (b) If in rolls.....deduct 50 cents per 100 pounds
- (c) If sealed in reams.....add not less than 25 cents per 100 pounds
- (d) If trimmed.....add not less than 5 cents per 100 pounds per side
- (e) There shall be an additional charge for export packing according to customer's requirements.

## *Colors*

An additional charge shall be made for all colors other than white or natural.

## *Variation in Quantity Ordered*

Over-runs and under-runs shall be accepted subject to the following possible variations, which shall constitute a good delivery and be accepted by purchaser as such:

- Less than 5,000 pounds—15% over or under.
- 5,000 pounds and not exceeding 10,000 pounds—10% over or under.
- Over 10,000 pounds and not exceeding 40,000 pounds—5% over or under.
- Over 40,000 pounds—3% over or under.

## *Weights*

- (a) Wrappers. Case linings, bundle wrappers and twine shall not be included in the scale or ream weight. Paper in rolls shall be gross weight, including wrappers not exceeding 2½%.
- (b) Variations. Paper shall be as close as possible to the weight ordered, subject to a variation in the nominal weight not exceeding 5% above or below the ordered weight when between 45 pounds and 100 pounds basic weights, and 8% when below 45 pounds or above 100 pounds basic weights. Paper within this range shall constitute a good delivery.
- (c) Stenciling. Paper shall be stenciled by the manufacturer with the weight ordered. There shall be no evasion by substituting letters or symbols for figures.
- (d) Billing. Paper shall be billed at the ordered weight unless there is a shortage in excess of 2½% for uncoated or of 5% for coated, in which case the paper shall be billed at the actual scale weight.

## *Cores*

All cores shall be charged and on a separate invoice if desired. When returned by the purchaser, he shall be credited at the price charged, subject to the following conditions:

- (a) Fiber cores shall be returned to the manufacturer subject to inspection and acceptance.
- (b) Freight on cores returned shall be prepaid by the purchaser.
- (c) Strawboard cores shall not be returnable.

## *Waste*

- (a) Paper on cores returned shall be credited only at the price of clean waste.
- (b) Printed waste shall not be returnable.
- (c) In billing paper there shall be no allowance for waste.

## *Dandies*

Any purchaser desiring special watermarks shall pay the cost of dandy rolls, and no allowance shall be made therefor on account of the quantity of paper ordered. Such dandy rolls shall be considered the property of the purchaser.

## *Shipping Date*

All "make and hold" orders shall specify a definite date for shipment, at which date goods shall be billed and invoices taken to account by purchaser, whether ordered shipped or not.

## *Claims*

- (a) Defective paper must be reported and claims immediately entered so that it may be inspected before used.
- (b) A claim for loss or damage to goods in transit must be entered in conformity with the bill of lading.
- (c) No claim allowed after paper is cut, ruled, or printed, or otherwise made commercially defective.

*Note:* Experience has shown that exceptional cases occasionally arise where the fault is clearly with the mill, and where an absolutely literal enforcement of this rule would work injustice and hardship to the purchaser. It is, therefore, understood that mills will enforce the spirit of this rule, deciding exceptional cases upon their merits and according to the rules of equity.

## *Terms*

Settlements for all sales shall be within 30 days. Thirty days shall be construed to mean 30 days from date of invoice, and where several invoices fall due in one month, 30 days from the average date of said invoices.

## OFFSET PAPER

### *Regular Stock Sizes*

25 x 38—	50—	60—	70—	80—	100—	120
28 x 42—	74—	86—	99—	124		
32 x 44—	89—	104—	119—	148		
36 x 48—	109—	127—	146			
38 x 50—	120—		—160—	200		

The Minimum Basic Weight without extra charge, shall be 25" x 38"—50. For lighter weights, the extra cost to be added shall be as follows:

*Note:* Not made lighter than 50 pounds. Below 50 pounds a charge of 1% is made for each additional pound less than 50 pounds. Above 100 pounds, a charge of 1/10 of 1% is made for each additional pound.

Extra Charge for Colors other than white or natural.

**Special Making Orders.** Orders for 5,000 pounds or more for one regular size and one regular color and substance weight shall be made without extra charge. Orders for 2,000 pounds to less than 5,000 pounds shall take an additional charge of 10% to be added to the selling price.

Variation of Weight not exceeding 5% over or under shall constitute a good delivery and such paper shall be billed as ordered. All paper shall be stenciled at the ordered weight per ream where the variation is not over or under 5%. All papers in excess of 5% under the ordered weight shall be stenciled at the actual weight and be charged in accord if accepted.

Wrappers, case linings and twine not exceeding 2%, to constitute part of ream weight.

Claims for damaged paper must be reported immediately; and no claim shall be subject to consideration after paper has been cut, ruled or printed. No printed waste is returnable and no paper is returnable unless damaged before delivery to the party named in the bill.

Special sealing or packing is subject to extra charge.

Specification of grain should be made on all orders, so as to allow for folding without "breaking" of the paper, in printing.

Charges for Special Sizes, while extra, will be made in the realization that of necessity special sizes are more necessary to the printer in executing large jobs so as to allow of as little waste cutting as possible.

# COVER PAPERS

## *Sizes and Substances*

On standard lines of Cover papers the following shall be considered "regular" sizes and substances—all others shall be considered "special":

### (a) Regular Sizes—

20 x 26—  
23 x 33— } and multiples hereof.

### (b) Regular Substances—

20 x 26—25—35—40—50—65—80—90

Intermediate substances carry same ream price as the next higher substance.

Below substance 25 the same ream price as substance 25.

Sizes other than 20" x 26" made to substance weights and figuring a fractional pound would be billed to the nearest half-pound.

Regular substance rules shall apply to Cover papers to be pasted and an additional charge shall be made for pasting.

Any weight above substance 90 pounds may be made or pasted if based on combinations of regular substances, and must be so marked. The rule here applies to any combinations of regular substances the total of which is below 90 pounds.

If, for example, substances 65 and 50 are pasted or made, the package should be marked "Weight 65/50."

Another example: Substances 40 and 65 when made or pasted would equal 105 pounds and are to be charged for as 105 pounds.

## *Special Sizes*

Any size not listed in previous Custom shall be interpreted as special.

Special Making Orders may be manufactured, but an additional charge shall be made for less than ton quantities.

Special sizes may be cut from standard size rolls in less than ten quantities, but for this an additional charge shall be made.

## *Special Colors*

On special colors or colors not regularly made in the grade ordered, an additional charge shall be made, except on lots of 5 tons or more.

*Note:* Under this rule mills may make, in any established grade, for a customer buying said grade regularly, without additional charge, such colors as may be decided upon as constituting the regular colors of said customer's line.

## *Over-runs and Under-runs*

On special orders for less than one ton, 15% over-runs or under-runs are to be accepted as a commercial delivery. On orders for more than one ton, 10% over-runs or under-runs are to be accepted as a commercial delivery.

## *Broken Packages*

On orders for less than a full package, an additional charge shall be made. A full package shall be construed as that number of sheets which it is the custom of the mill to use in wrapping and selling the item of paper in question.

This does not apply to orders for one or more full packages and a fraction; for example, an order for  $3\frac{1}{4}$  packages.

## *Marking*

No paper to be made one weight and stenciled another. Paper to be marked by manufacturers the ream weight ordered, and there shall be no evasion by substituting letters or symbols for figures.

## *Actual Weight*

Paper, the average actual weight of which, including wrappers, does not exceed  $2\frac{1}{2}\%$  above or below the nominal weight, constitutes a good delivery, and shall be billed at nominal weight. The above shall be based on items of one size, weight, and color on individual invoices.

### *Claims*

No claims allowed after paper is cut or printed.

Experience has shown that exceptional cases occasionally arise where the fault is clearly with the mill and where an absolutely literal enforcement of this custom would work an injustice and hardship to the merchant. It is, therefore, understood that mills will enforce the spirit of this rule, deciding exceptional cases upon their merit and according to the rules of equity.

Claims for loss or damage to goods in transit must be entered in conformity with the bill of lading.

### *Shipping Date*

All "make and hold" orders must specify an ultimate date for shipment, at which date goods are to be billed and the invoices taken to account by customer whether ordered shipped or not.

### *Samples*

No paper of private brands to be supplied for sampling purposes, nor allowance made on account of advertising such brands.

### *Terms*

Terms of sale shall be cash 30 days, less 3%. No discount after 30 days and no time option. Thirty days shall be construed to mean 30 days from the date of invoice; and where several invoices fall in one month, 30 days from the average date of said invoices; or if a definite settlement date is preferred, said settlement date at which settlements are to be mailed shall not be later than the 20th day of the month next succeeding the date of the invoices.

## CARD BOARDS

### MILL BRISTOLS

*Trade Customs tentatively adopted by the Manufacturers, April 11, 1921.*

### *Price*

All Bristols shall be priced per pound.

### *Size*

Stock size shall be  $22\frac{1}{2}" \times 28\frac{1}{2}"$ .

Any order other than stock size in a regular stock weight and regular color shall be for not less than 1,000 pounds. All odd sizes of regular stock basis weight to be charged at base price, providing the fill specified is not less than 95% of the average fill of the machine.

### *Weights*

The regular stock weights in size  $22\frac{1}{2}" \times 28\frac{1}{2}"$  shall be 100, 120, 160, 180, and 200 pounds to a ream of 500 sheets. All orders for special weights shall be for 3 tons or more. Such special weights, whether regular size or odd size, to be charged at base price.

### *Special Colors*

Minimum quantity at base price for odd colors shall be for not less than five tons; smaller quantities may be made at a price commensurate with increased cost.

### *Method of Packing*

Regular sizes shall be sealed in packages of 100 sheets. Odd sizes, unless otherwise agreed upon, shall be packed in lined cases, unwrapped, with markers between each 100 sheets. All packages to be marked with the weight per 500 sheets.



## *Weight Variation*

A variation of 5% above or below the nominal weight shall be accepted. All Bristols will be billed at the nominal weight with the following exceptions:

- 1—Bristol on a regular stock basis weight running over  $2\frac{1}{2}\%$  light will be billed at the scale weight.
- 2—Bristol on a special basis of weight not more than 5% light to be billed at ordered weight.

## *Over-runs and Under-runs*

Orders up to 5,000 pounds special sizes, weights or colors, 10% over-run and under-run to constitute a good delivery; orders for 5,000 pounds or more, 5% over-run and under-run to constitute a good delivery.

## *Claims*

All claims must be made promptly upon receipt and examination of goods. No claims can be allowed on goods which have been cut or printed. (Experience has shown that exceptional cases occasionally arise where the fault is clearly with the mill and where an absolutely literal enforcement of this article would work injustice and hardship to the merchants. It is, therefore, understood that mills will enforce the spirit of this article, deciding exceptional cases upon their merits and according to the rules of equity.)

## *Terms*

Terms of sale shall be cash in 30 days less 3%. No discount after 30 days. Note: 30 days shall be construed to mean 30 days from date of invoice, and where several invoices fall in one month, 30 days from the average date of said invoice.

## INDEX BRISTOLS

### *Method of Packing*

Sealed in packages of 100 sheets for all sizes not larger than  $25\frac{1}{2}" \times 30\frac{1}{2}"$ .

### *Price*

All Index Bristols shall be priced per pound.

### *Stock Sizes*

The Trade Customs Stock Sizes shall be:

$20\frac{1}{2} \times 24\frac{3}{4}$        $22\frac{1}{2} \times 28\frac{1}{2}$        $25\frac{1}{2} \times 30\frac{1}{2}$

Any order other than in a stock size must be for not less than one ton in an equivalent weight and regular color.

### *Weights*

Index Bristols shall be made in the following weight basis:

$25\frac{1}{2} \times 30\frac{1}{2}$ —110—140—170—220  
 $22\frac{1}{2} \times 28\frac{1}{2}$ — 91—115—140—181  
 $20\frac{1}{2} \times 24\frac{3}{4}$ — 72— 91—111—143

### *Weight Variation*

The variation of 5% in weight to constitute a good delivery. Standard stock sizes to be billed at nominal weight.

### *Special Weights*

Special weights lighter than  $25\frac{1}{2}" \times 30\frac{1}{2}"$ —110-pound base weight, and all intermediate special weights shall carry same ream price as next heavier base weight and shall not be made in lots of less than 3 tons. For lots of 25,000 pounds or more of one basis weight this rule does not apply.

## CARDBOARDS, PLAIN AND COATED

### *Standard*

#### Plain and Coated Blanks

2 ply .012	4 ply .018	6 ply .024	10 ply .036
3 ply .015	5 ply .021	8 ply .030	12 ply .042
	14 ply .048		

#### Tough Check

3 ply .012	4 ply .018	6 ply .024	8 ply .030
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#### Transluents

2 ply .008	3 ply .010	4 ply .012	5 ply .015
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#### Railroads

2 ply .012	4 ply .018	6 ply .024	8 ply .030
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#### Thick China

.011

### *Variation in Thickness*

.008 to .029—.001 above or below ordered thicknesses.

.030 to .042—.002 above or below ordered thicknesses.

.043 and heavier 5% above or below ordered thicknesses.

### *Standard Stock Sizes*

For Railroads, Tough Check, Thick China and Blanks—22" x 28".

For Transluents—22½" x 28½".

### *Standard Stock Colors*

For Railroads and Tough Check:

Blue Buff	Coral Green	Orange Red	Salmon Yellow
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In addition to White and Black.

For Thick China add:

Gray	Fawn	Pearl
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For Transluents and Tinted Litho Blanks:

Flesh Green	India Tint Pearl	Primrose Rose
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In addition to White.

### *Special Sizes and Thicknesses*

(a) Minimum quantity at base price for sizes which cut without waste from standard stock rolls will be not less than the equivalent of 5,000 sheets 22" x 28". Smaller quantities may be made at a price commensurate with the increased cost.

(b) Minimum quantity at base price for odd sizes and thicknesses which will not cut without waste from standard stock rolls will be not less than the equivalent of 10,000 sheets 22" x 28" regardless of coating.

### *Minimum Stock Orders*

Minimum quantity at base price of stock items will be not less than one standard case. Less than standard case quantities subject to increased charges commensurate with the extra costs involved.

### *Special Colors*

Minimum quantity at base price for odd colors will be not less than equivalent of 25,000 sheets 22" x 28" single coated one side. Smaller quantities may be made at a price commensurate with the increased cost.

### *Over-runs and Under-runs*

All special orders subject to over-run of 10%; where maximum quantity is specified, an under-run of 10% will constitute a good delivery.

## *Claims*

All claims must be made promptly upon receipt and examination of goods. No claims can be allowed on goods which have been cut or printed.

Experience has shown that exceptional cases occasionally arise where the fault is clearly with the mill and where an absolutely literal enforcement of this article would work injustice and hardship to the merchants. It is, therefore, understood that mills will enforce the spirit of this article, deciding exceptional cases upon their merits and according to the rules of equity.

## COATED FOLDING BOX BOARDS

### *Standard Stock Size and Thickness*

The following may be considered the standard stock size and thickness:

28 x 44 .016

### *Standard Stock Colors*

Blue, Canary, Coral, Green, Orange, Red, Salmon, Yellow—in addition to White.

### *Minimum Stock Orders*

Minimum quantity of stock items will be not less than one standard case of a color.

### *Variation in Thickness*

.001 above or below ordered thickness.

### *Special Sizes in Standard Stock Colors*

- (a) Minimum quantity at base price for sizes which cut without waste from standard stock rolls will be not less than the equivalent of 5,000 sheets 28" x 44". Smaller quantities may be made at a price commensurate with the increased cost.
- (b) Minimum quantity for odd sizes and thicknesses which will not cut without waste from standard stock rolls will be not less than the equivalent of 15,000 sheets 28" x 44". Smaller quantities may be made at a price commensurate with the increased cost.

NOTE—Item (b), specifying minimum quantity of orders which cannot be cut from standard stock rolls without waste, shall be interpreted as the equivalent of 10,000 sheets, 28" x 28", regardless of the coating.

### *Special Colors*

Minimum quantity for odd colors will be not less than the equivalent of 20,000 sheets 28" x 44" single-coated one side. Smaller quantities may be made at a price commensurate with the increased cost.

### *Over-runs and Under-runs*

All special orders subject to over-run of 10%; where maximum quantity is specified, an under-run of 10% will constitute a good delivery.

## *Claims*

All claims must be made promptly upon receipt and examination of goods. No claims can be allowed on goods which have been cut or printed.

## BINDERS BOARD

### *Bundle*

A bundle of Binders Board is a standard package weighing 50 pounds.

### *Number*

The "Number" of board indicates the number of sheets in a bundle weighing 50 pounds.

### *Count*

By "Count" is meant the number of sheets of any size in a bundle of 50 pounds.

## *Regular Number*

The "Regular Number" indicates the number of sheets, 20" x 30" in size, in a bundle of 50 pounds.

## *Reservations*

- 1—Prices quoted are subject to change without notice.
- 2—Orders are not subject to cancellation or changes after acceptance without written consent.
- 3—Orders should always be in the form of specifications of quantity, sizes, and weights or count, with a date for shipment. Specifications may be changed if provided for when order is placed, and if stock has not been made.
- 4—All promises of shipment are approximate and made subject to unforeseen or unavoidable delays.
- 5—A variation of 3% in weight either over or under 50 pounds per bundle, but in all cases full sheetage to prevail, is allowable and considered commercial delivery.
- 6—A variation in thickness of 5 points over or under the specified caliper is allowable on all binders board.
- 7—No claims, allowances, or damages will be entertained unless reported on arrival of goods and before using any portion thereof.
- 8—Quotations for all binders board and special products are based on cutting off at the machine to approximate length, and shipping in unprotected bundles, unless otherwise specified herein. Squaring, trimming, or special packing must be clearly specified, for which an extra charge is made.

## *Directions for Ordering*

If purchasers will follow these directions, it will greatly assist in giving the best possible service, without delays and errors.

## *Size*

In all cases, whether ordering regular stock or special sizes, state sizes wanted in inches.

## *Weight or Thickness*

Specify the number of sheets wanted of the size ordered in each 30 pound bundle, or the caliper thickness. If the special size which may be ordered is to be made on the basis of a regular number or weight, state that fact clearly. If in doubt about the number, weight or thickness desired, send a sample showing exactly what is wanted.

## *Special Requirements*

State clearly all special requirements for each item, and when convenient describe any unusual or special use for which the product is wanted.

## *Shipping Instructions*

Give name of consignee and destination. Mills reserve the right to route all goods sold at delivered prices.

Give date of shipment desired.

For shipment to points in any territory where arbitrary or local freight rates are charged, such additional charges will be added to the price quoted for deliveries in said territory.

## *Terms*

All accounts are due net in thirty days from dates of shipments.

Two per cent cash discount if paid within fifteen days from dates of shipment.

Any freight deductions made are conditional on the surrender of paid expense bills.

## Extra Charges

All quotations for Binders Board are made subject to the following extra charges, except when otherwise clearly stated:

On all boards thicker than a No. 12—20" x 30", or thinner than a No. 50—20" x 30", \$5.00 per ton or more.

Trimming to size, 15% or more.

## ENVELOPES

### Substances

All Envelope Papers shall be manufactured in 17" x 22" substance numbers, 500 count.

The following substance numbers are established for envelopes:

### Grades

Bonds.....	17 x 22—16, 20, 24
Writings.....	17 x 22—20, 24, 28, 32
Ledgers.....	17 x 22—20, 24, 28, 32
No. 1 and No. 2 Rag.....	17 x 22—20, 24, 28, 32
White Wood.....	17 x 22—20, 24, 28, 32
Manila.....	17 x 22—16, 20, 24, 28, 32, 40
	(and heavier, to meet requirements of trade)
Jute and Rope.....	17 x 22—20, 28, 32, 36, 40
	(and heavier, to meet requirements of trade)
Unbleached Sulphite.....	17 x 22—16, 20, 28, 32, 40
	(and heavier, to meet requirements of trade)
Kraft.....	17 x 22—16, 20, 24, 28, 32, 36, 40
	(and heavier, to meet requirements of trade)

No envelopes shall be made one weight and labeled another.

### Colors

The manufacture of all colored (Commercial, Official, Open Side and Open End) envelopes shall be limited to six colors and white; the colors shall be the standard colors adopted by the manufacturers of the paper.

## BLUE PRINT PAPER

Cores of wood or iron on which Blue Print or other roll papers are shipped shall be charged as a separate item on the same invoice as the paper. When returned by the purchaser, he shall be credited at the price charged.

Freight on cores returned shall be prepaid by the purchaser.

If mill is required to case rolls, an extra charge shall be made for cases; the cases not to be returnable.

## WRAPPING PAPER

### MACHINE GLAZED

### Uses of Paper

All orders for wrapping paper are accepted for wrapping purposes only.

### Basis of Manufacture

All wrapping paper will be made on a basis of 24" x 36"—480 sheets only.

### Billing Weight

All wrapping paper will be billed at actual scale weight, including twine and wrappers. All cores, except iron, will be charged for and are not returnable.

### *Commercial Delivery*

Five per cent. over or under ordered weight basis will be considered good delivery. On special orders of 5 tons or less, over-runs or under-runs not exceeding 10% will be considered good delivery. On special orders exceeding 5 tons, over-runs or under-runs not exceeding 5% will be considered good delivery.

### *Untruthful Markings*

No package will be marked, stenciled or labeled by manufacturers with other than the actual dimensions, weights or contents.

### *Base Price*

The base price for wrapping papers shall be upon counter rolls 6" to 36" wide, regular 9" diameter, 25 to 60 pounds.

### *Terms of Sale*

F. O. B. mill, 3%, 30 days.

### *Cutting Charges (Sheets)*

150 sq. in. and larger, 25 cents per cwt.

108 to 150 sq. in., 40 cents per cwt.

Under 108 sq. in. to 72 sq. in., 65 cents per cwt.

Under 72 sq. in., price on application.

### *Cutting Charges (Rolls)*

Rolls 9" diameter or greater } None.

Rolls 6" width or greater }

Smaller diameters and widths on application.

### *Packing Charges*

Ream tying, 10 cents cwt.

Skeleton frames, 25 cents cwt.

Solid board frames, 35 cents cwt.

Solid cases, 50 cents cwt.

(No case for less than \$2.00.)

Ream banding, 25 cents.

### *Unusual Conditions*

Orders are accepted subject to delays due to strikes, accidents, fires or other causes beyond the control of the manufacturer.

### *Special Colors*

No special colors will be furnished for less than 25 cents per cwt., advance over basic price. Special colors—minimum 5 tons.

### *Special Sizes*

Must be for machine trimming 96". Minimum orders for stock size, pattern, color, weight and pattern.

#### MANILA

The following may be considered regular stock sizes (480 sheets to ream):

15 x 20—10½	30 x 40—28, 42, 50, 60, 70 to 125
18 x 26—20, 25	36 x 40—120
20 x 30—21, 25, 35	40 x 48—135, 150, 180, 200
24 x 36—20, 25, 30, 40 to 70	48 x 64—215, 250, 285, 320

#### CUTTER ROLLS

9" in diameter

Basis 24 x 36—30

Basis 24 x 36—35 and heavier

6-inch basis 30

9-inch basis 30

12-inch basis 30, 40

15-inch basis 30, 40, 50

18-inch basis 30, 40, 50

20-inch basis 30, 40, 50

24-inch basis 30 to 60, 90

30-inch basis 30 to 60, 90

36-inch basis 50, 60, 90

All orders accepted for wrapping purposes only, unless otherwise specifically mentioned.

All bills to include in the weight all twine and wrappers, with a leeway of 5% over or under ordered weight; but under these circumstances to be billed actual scale weight. Wood or iron cores billed by weight or piece and returnable if agreed. Paper cores to be weighed with the paper and not returnable.

In weighing, no paper to be made one weight and stenciled otherwise.

## GLAZED AND FANCY

### *Basis of Prices*

- (a) All prices, unless otherwise specified, are to be based for paper in rolls on a ream of 500 sheets of the following standard sizes:

1—Ordinary Glazed, Plated and Printed Papers, basis 20" x 24".

2—Extra Fine Glazed, Waterproof Finished, and Embossed, basis 20" x 25".

### *Standard Rolls*

- (a) Widths

1—Ordinary Glazed, Plated and Printed Papers, 24" or 26" wide.

2—Extra Fine Glazed, Waterproof Finished and Embossed, 25" wide.

- (b) Contents

1—Glazed, Plated, Printed or any flat-surfaced paper:

(a) Weighing not over 30 pounds to ream 20" x 24", not less than 3 reams to a roll.

(b) Weighing over 30 pounds to ream 20" x 24", not less than 2 reams to a roll.

2—All papers with embossed surface, not less than 1 ream to a roll.

*Note:* Extra packing charges; all rolls, contents less than standard, 25 cents per roll minimum charge.

### *Extra Charges—Sheeting—Slitting, etc.*

All extra charges are based on a ream of 500 sheets of a standard width by 20 inches in length.

Standard sizes are 24 x 20 when cut from 24" rolls

" " " 25 x 20 " " " 25" "

" " " 26 x 20 " " " 26" "

#### Sheeting

To lengths greater than 20 inches, a charge proportionate to basic rate applies.

To lengths less than 20 inches, the same charge as for the 20-inch cut applies.

On rolls narrower than 24 inches, charges shall be the same as for the standard width.

On all rolls other than standard, charges shall be on a basis of 24" x 20".

- (a) On Making Orders

1—Packing. Rolls, contents other than standard, 25 cents per roll.

2—Sheeting. 25 ream lots or more, not less than 25 cents per ream.  
Less than 25 ream lots, not less than 35 cents per ream.

3—Slitting. 25 ream lots or more, not less than 35 cents per ream.  
Less than 25 ream lots, not less than 45 cents per ream.

- (b) Orders from Stock Rolls

1—Rewinding or Sheeting. 25 ream lots or more, not less than 35 cents per ream.  
Less than 25 ream lots, not less than 45 cents per ream.

2—Slitting. 25 ream lots or more, not less than 45 cents per ream.  
Less than 25 ream lots, not less than 55 cents per ream.

*Note:* Orders for sheeting, slitting, or rewinding, which do not use entire contents of a standard or stock roll, are subject to an additional charge of 35 cents per roll, minimum, to cover cost of extra repacking, etc.

## *Standard Stock Colors*

The number of standard stock colors and shades that may be manufactured shall be limited to the forty (40) colors (and White and India), adopted by the Association and accepted by the War Industries Board, November 15, 1918.

## *Special Colors*

The minimum quantity of a paper of a special color for which an order may be accepted at regular rates must be for the equivalent of 1,000 pounds finished weight.

Orders for not less than 1,000 pounds, but not less than 800 pounds, finished weight may be accepted at an advance in price—(on account of the increased cost of production).

## *"Make and Hold" Orders*

All "make and hold" orders are to be accepted only on condition that a specified date for the entire delivery be given, at which date the goods are to be charged and the invoice accepted whether or not goods are ordered shipped.

## *Variations*

On all special runs the usual normal variations in quality and shade shall be accepted. Such orders shall be subject to over-runs and under-runs as follows:

Orders of	49 reams and under.....	15%
"	" 50 " to 99 reams.....	10%
"	" 100 " and over.....	5%

and deliveries so made shall be considered as an execution of the order.

## *Exceptional Quantities*

Special prices for exceptional quantities shall not apply to small quantities or ream prices for broken lots from stock.

## *Claims*

All claims must be made within ten days from receipt of goods. No claims will be allowed on goods cut, printed, soiled or damaged. This paragraph shall not apply to claims based on apparent manufacturing defects.

## *Delivery*

- (a) All goods shipped at buyer's risk.
- (b) Express and parcel post deliveries to be at cost of the receiver.
- (c) All prices quoted F. O. B. mill.

## *Terms*

Terms of sale shall be cash in 30 days less 2%. No discount after 30 days from date of invoice, and where several invoices fall in one month, 30 days from the average date of said invoices.

## *Quotations*

Prices and quotations subject to change without notice. All orders, contracts and agreements are contingent upon strikes, fires, accidents or causes beyond our control.

# TISSUE PAPER

## TRADE CUSTOMS ADOPTED BY THE TISSUE PAPER MANUFACTURERS ASSOCIATION

## *Count*

480 sheets shall constitute a standard ream of tissue paper.



## *Sizes*

On special sizes there shall be an additional price for lots of less than the equivalent of 200 reams, basis 24" x 36", 10 pounds—480. The following sizes may be considered as regular for all wrapping tissue paper:

10 x 15	18 x 24
12 x 18	20 x 30
15 x 20	24 x 36

No sizes shall be manufactured between 20" x 30" and 24" x 36" unless paid for on the basis of 24" x 36".

NOTE: The above does not apply to special orders, such as those for specified manufacturing purposes, where odd sizes are used to conform to the special requirements of one particular manufacturer.

## *Special Sizes and Weights*

On special sizes or special weights of regular colors there shall be an additional price for lots of less than the equivalent of 200 reams, basis 24" x 36", 10 pounds—480.

## *Orders for Colors*

On orders for special sizes or colors 10% above or below the quantity ordered shall be considered a good delivery and accepted by the purchaser.

## *Small Orders*

On orders for less than 10 reams an extra charge shall be made.

## *Package Markings*

All packages shall be plainly marked outside and inside with the official Association label stating exact size, count and contents.

Paper sold by the pound to be billed at gross weight. Where wrapper and string do not exceed 2½% it shall be accepted as a good delivery.

## *Frames and Cases*

Where paper is ordered in frames or cases, then frames and cases shall be extra and billed at cost.

## *Claims*

No claims allowed after paper is cut or printed.

NOTE: Exceptional cases occasionally arise where the fault is clearly with the mill and where absolute literal enforcement of this rule would work injustice and hardship to the jobbers. It is therefore understood that mills will enforce the spirit of this rule, deciding exceptional cases on their merits and according to the rules of equity.

## *"Make and Hold" Orders*

All "Make and Hold" orders must specify an ultimate date for shipment, at which date goods are to be billed and the invoice taken to account by customer whether ordered shipped or not.

## *Rolls and Cores*

If paper is shipped in rolls, wound on wooden or iron cores, the paper shall be removed therefrom by purchaser and the cores returned to the manufacturer at the invoice price, freight paid by the mill.

Cores not weighing over 13 ounces to the foot shall not be returnable.

## *Counting and Folding*

For counting and folding sizes smaller than 150 square inches, an extra charge shall be made in addition to the base price of 24" x 36"—480.

## *Finishing Charges*

For finishing in large sheets for toilet paper an extra charge per hundred-weight shall be made above the price for the same weight of paper in jumbo rolls.

### *Basis Weight Jumbo Rolls*

A variation of 5% either above or below basis ordered shall constitute a good delivery in so far as individual rolls are concerned, but entire shipments should average within  $2\frac{1}{2}\%$  of basis ordered.

## BLOTTING PAPER

### *Standard Sizes and Weights*

The following may be considered the standard sizes and weights:

19 x 24—60 to 120

19 x 24—140

Put up in half-ream packages.

Put up in quarter-ream packages.

### *Charges for Cutting*

Charges for cutting when re-wrapped in original package are as follows:

Cutting 19 x 24 into  $\frac{1}{4}$ 's or larger.....15c. per ream

Cutting 19 x 24 to 4 x  $9\frac{1}{2}$  up to  $9\frac{1}{2}$  x 12.....35c. " "

Cutting 19 x 24 to smaller than 4 x  $9\frac{1}{2}$ .....50c. " "

For assorted colors in bundle add 15c. to above.

### *Banding Charges*

Charges for banding (in addition to above prices) are as follows:

Banding in packages of 100 or more.....\$0.25

" " " " 50 to 99.....0.35

" " " " 25 " 49.....0.60

" " " " 12 " 24.....0.75

" " " " 8 " 11.....1.00

" " " " less than 8.....1.50

For assorted colors in each package add 15c. per ream.

### *Casing Charge*

Charge for casing, one-half cent per pound will be the charge for casing, with a minimum charge of \$2.00. (This does not apply to Enamel Blotting.)

### *Wooden Frames*

Charge for wooden frames will be one-quarter cent per pound, additional.

### *Rolls in Crates*

Charge for rolls in crates will be one-half cent per pound, additional.

### *Special Sizes and Weights*

Charges for special sizes and weights in quantities of 100 to 500 pounds of one color, size and weight (100 pound and 500 pound are "inclusive"), will be not less than 1 cent per pound additional. Same in quantities of less than 100 pounds to be charged at not less than 2 cents per pound additional. For the purposes of this rule, regular sizes are taken as 19" x 24" and 24" x 38".

### *Broken Packages*

Charge for broken packages will be one cent per pound additional, on orders for less than 5 reams, except on embossed blottings.

### *Printed Samples*

No free printed samples will be furnished, except on mill brands.

### *Terms of Sale*

Terms of sale to be 2% discount for cash, 30 days. After 30 days, no discounts to be allowed.

## ONION SKINS AND MANIFOLDS

### *Regular Stock Sizes*

Included under this head are Manifolds and Thin Bonds. Regular stock sizes may be considered as comprising the following (500 sheets to ream):

14 x 17      17 x 22      17 x 28      19 x 24      22 x 34

Weights are based on the substance number plan, usually ranging from 7¼ pound folio to 13 pound folio.

### *Colors*

Colors and tints are standard.

### *Finishes*

Finishes are glazed and unglazed.

### *Over-runs and Under-runs*

Over-runs and under-runs not in excess of 10% shall apply in all orders for special sizes or colors, and in this case to be considered good delivery and accepted by purchaser.

### *Price by Weight*

All paper heavier than 10 pounds to the ream (basis 24" x 36") to be sold by the pound, weight to include wrappers and twine.

### *Small Sizes*

In small and not regular sizes, not exceeding 1½ inches smaller than regular sizes, to be charged for as regular sizes.

### *Ream Weight Limit*

Limit of weight to the ream shall be considered as 17 pounds (basis 24" x 36"). Paper in excess of this weight to be classified as Light Weight Manila.

## VEGETABLE PARCHMENT

*The following trade customs are now in use by a majority of the manufacturers of Genuine Vegetable Parchment Paper:*

### *Acceptances*

Of orders are contingent upon uncontrollable causes of delay or prevention.

### *Basis Weight*

The standard ream is 24" x 36"—500 sheets. Unless otherwise expressly stated, the weight named in the order will be the weight for the standard ream and not for the size specified.

### *Ream Standard*

Ream weights are subject to a variation not exceeding 5% above or below the nominal ream weight. Paper made within these variations constitutes a good delivery.

### *Standard Ream Weights*

Are 30, 40 and 50 pounds for 500 sheets 24" x 36". All other weights are to be considered special weights.

### *Quotations*

Unless otherwise stated are for prompt acceptance within ten days and for present delivery only.

### *Pound Base*

Quotations made per pound are for base prices only, and are subject to all differentials for weights, sizes, packing and baling.

## *Sizes*

- (a) Only sheets and rolls will be made which will cut without waste from a width of finished roll not less than 90% of maximum roll trim.
- (b) Sizes 10" x 20" and under are quoted from the "Standard Cut Size List." Sizes intermediate between listed cut sizes are charged at the price of the next larger listed cut size.

### STANDARD CUT SIZE LIST

5 x 6	8 x 12	10 x 13
6 x 6	8 x 13	10 x 14
6 x 7	9 x 9	10 x 15
6 x 8	9 x 10	10 x 16
6 x 9	9 x 11	10 x 18
7 x 9	9 x 12	10 x 19
8 x 9	9 x 13	10 x 20
8 x 11	10 x 12	12 x 12

- (c) Sizes of which the smaller dimension is less than 66% of the larger dimension are subject to special prices.

## *Rolls*

Pony (5" D) and standard (9" D) rolls will be made in widths which with rolls of same diameter and any standard faces take the full width of the trimmed mill roll.

Jumbo rolls are all rolls of larger diameter than 9", and are made in widths taking up not less than 90% of the maximum roll trim.

## *Deliveries*

- (a) Shipments will be routed at carrier's option unless specified by customer.
- (b) Deliveries are subject to variation of 10% above or below the quantity ordered. Paper made within these variations constitutes a good delivery.
- (c) Deliveries are on the basis of F. O. B. mill.

## *Samples*

Samples of current runs are furnished subject to variations in weight and color.

## *Claims*

- (a) No claims for allowance will be considered unless made within ten days of receipt of shipment and before paper is used.
- (b) Claims for damage in transit or shortage in delivery will be entertained only if accompanied by the original bill of lading and the paid freight bill showing that shipment was receipted for short or in a damaged condition.
- (c) When paper is sold F. O. B. Mill (whether with or without freight allowance) claims for loss or shortage in railroad delivery or damage in transit will be made by the shipper only for account and risk of the consignee.
- (d) Where paper is to be cut or printed by the customer, no claim for allowance will be entertained after the paper is cut or printed.

## *"Make and Hold" Orders*

All "make and hold" orders must specify an ultimate date of shipment, at which date goods are to be billed and the invoice taken to account by customer, whether goods are ordered shipped or not.

## *Printing*

Printed Parchment is charged according to quantity of each brand, each label, and each size ordered. New designs requiring drawings and plates are charged to the customer at cost.

The plates will be the property of the customer.

## *Cancellation*

After an order is received, no change or cancellation will be allowed unless the buyer pays for all paper cut or printed up to the date the change or cancellation is accepted on the basis of the quantity printed and completed at such time.

## *Cores, Plugs and Wrappers*

No allowance will be made for weight of cores, plugs or wrappers on Vegetable Parchment paper in packages.

## WAXED PAPER

### *Count*

A ream of waxed paper shall consist of 480 sheets.

### *Weight Basis*

The basis of weight shall be on size 24" x 36"—480 after waxing. The weight after waxing shall be used in designating the weight of the paper.

### *Markings*

No package shall be marked, stenciled or labeled by the manufacturer with other than the actual size, weight, count or contents.

### *Cancellation or Change*

After acceptance and acknowledgment of an order, the right is retained by the manufacturer to refuse to permit changes or cancellation.

### *Net Weight*

No allowance to be made for weight of cores, plugs or wrappers on roll waxed paper, and quotations are to specify that price includes the weight of such cores, plugs and wrappers.

### *Commercial Delivery*

- (a) A delivery which averages not more than  $7\frac{1}{2}\%$  over or under specified basis weight shall constitute a good delivery on an order, and is not subject to rejection or allowance on that account.
- (b) All orders are to be accepted subject to a variation of the quantity ordered—no less than 10% and no more than 25%.
- (c) All deliveries shall be on the basis of F. O. B. mill.

### *Claims*

For the mutual protection of both buyer and seller, claims must be made within ten (10) days after receipt of goods. No paper on which claim has been made may be used or returned until seller has had opportunity to inspect it or until adjustment has been made.

### *Returns*

No allowance will be made for the return of rolls with 1 inch or less in thickness unused, whether plain or printed waxed paper.

### *Caramel and Kiss Wrappers*

Waxed papers cut to caramel or kiss size are to be packed in cartons or packages holding not less than ten pounds net.

### *Lunch Rolls*

All Lunch Rolls in sheets are to be put up and sold as follows:

- Sizes 12 x 10, in 20, 24 and 40 count  
" 12 x 15, in 15, 18, 20, 30 and 40 count  
" 12 x 18, in 15, 18, 20, 24, 30 and 40 count

Except for special requirements of the syndicate stores, the continuous rolls shall be put up and sold in rolls 12" wide and in 36 and 72 feet lengths.

## *Waxed Paper by the Pound*

From and after April 1, 1920, all Waxed Paper except Lunch Rolls, shall be sold by the pound, except all light weight Tissue under 18 pounds weight, base 24" x 36"—480 count, which may be sold by the sheet in the following sizes:

24 x 36.....	480 count
20 x 30.....	480 "
18 x 24.....	480 "
15 x 20.....	480 "
14 x 18.....	480 "
12 x 18.....	480 "
9 x 12.....	480 "

Butter Wrappers in all sizes shall be sold by the package, but odd sizes of plain waxed tissue paper are to be sold by the pound.

## GLASSINE AND GREASEPROOF PAPERS

*Adopted by the Glassine and Greaseproof Manufacturers  
Association and approved by the National Paper  
Trade Association, April 11, 1922*

### *Substance Number*

The term "Substance" as used herein shall be defined as: The weight in pounds of 500 sheets of a size 24" x 36".

### *Marking*

Each package shall be marked, stenciled or labeled by the manufacturer with the actual contents, size, substance and count.

### *Cores, Plugs and Wrappers*

On ream wrapped paper, the weight of the paper including the ream wrapper shall be taken as the *net weight*. No allowance shall be made for the weight of cores, plugs and wrappers on glassine and greaseproof paper in rolls or bundles, except in the case of iron or special fiber cores, frames and cases.

### *Acceptances*

Acceptances of orders are contingent upon uncontrollable causes of delay or prevention.

### *Quotations*

Quotations, unless otherwise stated, are for prompt acceptance and are subject to change without notice.

### *Pound Basis*

Quotations made per pound are for base prices only and are subject to all differentials of the quoting manufacturer, for weights, sizes, packing and baling.

### *Carload Lots*

Unless otherwise specified, a carload of paper shall be considered as 36,000 pounds.

### *"Make and Hold" Orders*

All "make and hold" orders must specify an ultimate date of shipment, at which date goods are to be billed and the invoice taken to account by customer, whether goods are ordered shipped or not.

### *Commercial Delivery*

- (a) Shipments will be routed at carrier's option unless specified by customer.
- (b) A delivery which averages not more than 5% over or under the specified substance shall constitute a good delivery on an order, and shall not be subject to rejection or allowance on that account.
- (c) All orders are to be accepted as good delivery without claim by customer when shipment is not more than 10% over or 10% under the quantity ordered.
- (d) All deliveries shall be on the basis of F. O. B. mill.

### *Cancellation or Change*

Changes or cancellation on any paper being specially made to order will be accepted if the paper is not actually on the paper machine. Cancellation will not be accepted in the case of a special color or paper other than standard.

### *Claims*

For the mutual protection of both buyer and seller the following will apply to claims:

- (a) No claim for allowance will be considered unless made within 30 days of the receipt of shipment and before the paper in question is used.
- (b) On the F. O. B. mill basis (whether with or without freight allowance) claims for loss, shortage or damage in transit will be made by the shipper, only for account and risk of the buyer.
- (c) Where paper is to be cut or printed by or for the customer, no claim for allowance will be entertained after the paper has been cut or printed.

## ROLL NEWS PRINT

### *Tonnage*

Purchaser shall order a definite tonnage of paper to be taken over the contract period and in equal monthly instalments of the total contract tonnage.

### *Basis of Weight*

Five per cent. (5%) over or under the contract basis of weight shall be considered good delivery.

### *Widths*

The widths of rolls mentioned in a contract are permanent unless the seller agrees to change.

### *Specifications for Shipments*

The purchaser shall furnish to the seller by the 15th day of each month complete specifications for the shipments to be made the succeeding month.

### *Weight*

The weight of roll news print paper shall be gross weight less only the weight of cores.

### *Delivery Point*

Delivery point is on board cars at place of manufacture.

### *Terms*

Terms net cash thirty days from date of invoice or not later than the 15th day of the month for all paper shipped the previous month. Legal rate of interest to be paid on all amounts remaining unpaid on due dates.

### *Cores*

Cores shall be charged to the purchaser at one cent per inch if paper and three cents per inch if iron, and shall be returned promptly, freight prepaid, when they shall be credited to the purchaser at invoice price.

### *Claims*

- (a) No allowance shall be made for waste, damage or paper left on cores.
- (b) In case of claim of any nature applying upon any shipment of paper made under a contract, the seller shall be notified immediately, but no claim shall be allowed for consequential damage.

### *Contingencies*

In case the seller shall be unable and fail at any time to make and supply, or the purchaser shall be unable and fail to take and use said paper in consequence of strikes, fire, explosion, lock-outs, combinations of workmen, flood, drought, embargoes, war, the acts of God, the public enemy or any cause beyond the control of either party hereto, the seller shall not be liable to the purchaser for failure to supply such paper, nor shall the purchaser be liable to the seller for failure to take such paper during the period of such disability.

### *Cancellation*

If the purchaser shall fail to pay any amounts when due under this contract, or fail to make settlements as provided herein, the seller may, at its option, cancel this contract, refuse to furnish any more paper thereunder, and declare the obligations of the purchaser for all paper furnished hereunder due forthwith, notwithstanding the terms hereof, but the purchaser shall remain liable to the seller for all loss and damage sustained by reason of such failure.

### *Domicile*

All sales shall be governed by the laws of the place of legal domicile of the seller.

## SHEET NEWS

### *Trade Customs for Publishers' Supplies*

*Minimum Basis:* 24" x 36"—33, including wrappers and twine.

*Minimum Size:* 24" x 36".

The following shall be standard publishers' sizes:

24 x 36	28 x 42	35 x 45	38 x 48
27 x 41	30 x 44	35 x 48	42 x 56

Where sizes other than these are required and where they can be accepted by the mill, an extra charge for cutting shall be made as follows:

2 or more tons, \$3.50 per ton      Cars (20 tons or over), \$2.00 per ton

Not less than two tons of any odd size shall be cut. All papers put up lapped.



# Paper Brand Names

OWNED BY THE AMERICAN WRITING PAPER COMPANY

*Those in italics represent the papers of the Eagle-A Line of Quality-Standards and their grade position. They are stocked by each Service House. After the others is placed the grade number of each of the Quality-Standard papers of its kind which it most nearly approximates. For example: "Aberdeen Linen—3rd grade" means that this approximates the third Quality-Standard grade Linen paper, Aulde Scotia Lynene, so indicated in the list.*

Aberdeen Linen—3rd grade  
 Acorn Linen—1st grade  
*Acceptance Bond—Grade VII*  
 Acceptance Linen Ledger  
*Account Linen Ledger—Grade III*  
 Agawam Paper Co. (Writing)—1st grade  
*Agawam Bond—Grade II*  
 Agawam Superfine (Writing)—1st grade  
 Agawam Extra Superfine (Writing)—1st grade  
*Agawam Index Bristol—Grade I*  
*Airpost Bond—Grade V*  
 Alberta Bond—4th grade  
*Albion Offset—Grade I*  
 Albion Super Book—6th grade  
*Albion Text—Grade II*  
 Aldine Flax Linen (Writing)—4th grade  
 Alhambra  
 Allies Bond  
 A. W. P. Co. Bond—4th grade  
 American Bond—2nd grade  
 American Linen Bond—1st grade  
 American Flax Linen—1st grade  
*American Bulking Book—Grade III*  
*American English Finish Book—Grade VI*  
*American Eggshell—Grade VI*  
 American M. F. Book—6th grade  
*American Super Cal. Book—Grade VI*  
 American # 10 Blue Print  
 American # 20 Blue Print  
 American # 30 Blue Print  
 American # 10 Drawing  
 American # 20 Drawing  
 American # 30 Drawing  
 American Gelatin Process Board  
 American # 10 Index Record Bristol—1st grade  
 American # 20 Index Record Bristol  
 American # 30 Index Record Bristol—2nd grade  
 American # 40 Index Record Bristol—3rd grade  
 American Menu Bristol—3rd grade  
 American # 10 Offset—1st grade  
 American Extra # 10 Offset—1st grade  
 American # 20 Offset—2nd grade  
 American # 30 Offset—3rd grade  
 American # 40 Offset—4th grade  
*American Post Card (Eagle-A)—Grade VI*  
 American Railroad Folder  
*American Rope Bristol—Grade IV*  
 American Specialties  
 American Star # 1 Jute  
*American Vellum—Grade II*  
 Anchor (Writing)—4th grade  
 Anchor Linen—3rd grade

Antique Flax Linen (Writing) 1st grade  
 Antique Vellum  
 Archive Bond—2nd grade  
 Archive Linen—1st grade  
 Archive Linen Ledger—1st grade  
 Archive Mills (Writing)—2nd grade  
 Arcadia Mills Superfine (Writing)—1st grade  
*Arden Wedding—Grade I*  
*Arrivé Halfstone—Grade V*  
 Arrivé Medio  
*Arven Plate—Grade II*  
 Assurance Bond—4th grade  
 Atlas—8th grade  
*Aulde Scotia Lynene—Grade III*  
 Author's Linen  
 Autograph Kraft  
 A-1 Drawing Amer. # 10 Drawing

Bamboo  
 Bank Parchment (Bond)—4th grade  
 Bank Record Parchment (Bond)—4th grade  
 Bank Record Ledger—1st grade  
 Bankers Bond—4th grade  
 Bankers Linen Ledger—3rd grade  
 Bankers Record (Ledger)—3rd grade  
 Bankers Superfine—1st grade  
 Bedford Linen  
*Beebe Offset—Grade II*  
 Beechwood  
 Berkshire Cover—1st grade  
*Berkshire Text—Grade I*  
 Beverley Mills (Writing)—4th grade  
 Bicycle Bond  
 Big Chief Index Bristol  
*Biscay Wedding—Grade II*  
 Blendwell Cover  
 Bond of Commerce  
 Bond d'Aigle A—1st grade  
 Bordeaux Cover—3rd grade  
 Brixton Wedding—2nd grade  
 Brixworth Wedding—2nd grade  
 Brokers Bond—8th grade  
 Brokers Ledger—5th grade  
 Brokers Linen—4th grade  
 Brookhurst Congress Cap  
*Brunswick Linen Ledger—Grade II*

Cambridge Superfine (Writing)—1st grade  
 Capitol Ledger—2nd grade  
 Capitol Linen—2nd grade  
 Celtic Linen Ledger—2nd grade  
 Century Linen—2nd grade  
 Champion Superfine (Writing)—1st grade  
 Cheriton Wedding—2nd grade

*Cherokee Index Bristol—Grade II*  
 Cherokee Linen Ledger  
 Chester Mills Extra Superfine—1st grade  
*Chester Offset—Grade III*  
 Chesterfield Mills (Writing)—1st grade  
*Chesterfield Papeterie—Grade IV*  
*Chevron Bond—Grade VI*  
 Chromatic (two tone) Announcements  
 Clarence  
 Clearwater (Book)—2nd grade  
 Climax Ledger  
 Climax Mills  
 Clover Mills (Four Leaf Clover Design) (Writing)—4th grade  
*Colonial Linen—Grade II*  
 Columbian Bond—4th grade  
 Columbian Ledger—3rd grade  
 Commission Bond  
 Consols Bond—3rd grade  
*Contract Bond—Grade IV*  
 Contract Ledger—3rd grade  
 Coronet  
*Coupon Bond—Grade I*  
 Covenant Bond—6th grade  
 Crestline Antique Book—3rd grade  
 Crocker's E-G-H  
 Crocker's Cover—5th grade  
 Crown Imperial Linen—1st grade  
 Crown Ledger  
 Crown Leghorn Linen—1st grade  
 Crown Leghorn Linen Bond  
 Crown Royal Bond  
 Crown Royal Extra Superfine—1st grade  
 Crown Royal Linen—2nd grade  
 Crystal Springs Superfine—1st grade  
 Currency Bond—8th grade

*Darien Index—Grade IV*  
 Dartmoor Wedding—5th grade  
 Dartworth Wedding—5th grade  
 Debenture Bond—4th grade  
*Deckle d'Aigle (de luxe)—Grade I*  
 Defiance (Writing)—4th grade  
 Delta Mills (Writing)—2nd grade  
*Delta Mimeograph—Grade II*  
 Democracy Bond  
 De Pere Bond  
 De Pere Linen  
 De Pere Linen Record  
 De Pere Oriental Linen  
 De Pere Superfine  
 De Pere Mills Ledger  
 De Pere Mills Superfine  
 Deerfield  
 Derby Bond—7th grade  
 Derby Royal Linen Mills (Linen)—3rd grade  
 Derby Mills Royal Linen—3rd grade  
 Design—Battle-ax, Spears and Shield  
 Design—Maltese Cross  
 Design—Pompeian Lamp  
 Detail Drawing—Amer. # 10  
 Diana Mills (Writing)—4th grade  
 Diagonal Check (Wedding)—3rd grade  
*Dickinson Offset—Grade IV*  
 Dorchester Pure Linen  
*Dorrington Papeterie—Grade IV*  
 Dublin Linen—3rd grade  
 Dundee Bond—2nd grade  
 Dundee Linen  
 Dundee Record (Ledger)—2nd grade  
 Dundee Record Ledger—2nd grade

Eagle-A—Letter A with outline of Eagle.  
 Used on all watermarked papers  
 made by the American Writing Paper  
 Company, Holyoke, Mass.  
*Eagle-A American Post Card*

Eclipse Drawing—Amer. # 20  
 Elite Cover—3rd grade  
 Empire Linen  
 Endora Papeterie—5th grade  
 Essex Extra Fine (Writing)—1st grade  
 Eton Ledger  
 Excellio Mills (Writing)—4th grade  
 Excelsior Extra Superfine—1st grade  
 Exeter Bond  
 Exeter Linen  
 Exhibit Bond  
 Exmoor Bond  
*Extension Ledger—Grade IV*  
 Extra Linen  
 Extra Super Laid  
 Extra Super Wove

Fabric Bond—4th grade  
 Fairview (Writings)—5th grade  
 Falcon Cover  
 Faneuil  
*Farnsworth Papeterie—Grade V*  
 Federal Bond—2nd grade  
 Ferndale Linen  
 Fernside  
 Fin de Siecle Bond  
 Franklin Bond  
 French Bond  
 Freedom Bond—9th grade

Gal-A-Ton Boxboard  
 Genuine Flax Linen  
 Genuine Irish Linen  
 Gladstone Flats  
 Glendale (Writing)—4th grade  
 Globe Linen Fabric  
 Gloria Bond—7th grade  
*Gloria Ledger—Grade V*  
 Golden Fleecce  
 Government Bond—2nd grade  
 Government Linen—1st grade  
*Government Record Ledger—Grade I*  
 Granada Special Linen Ledger  
 Griffin Linen

Hamilton  
 Hampden Superfine  
 Hand-Craft Text—1st grade  
 Harding Paper Co. Superfine—1st grade  
 Harding Linen Record Ledger  
 Hawthorn Linen Ledger—3rd grade  
 Hazelton  
 Hector Linen  
 Herald Bond—4th grade  
*Herculean Cover—Grade I*  
 Herculean Box Cover  
 Hickory Bond—3rd grade  
 Hickory Ledger  
 Holyoke Paper Co. Ledger  
 Holyoke Paper Co. Linen  
 Holyoke Paper Co. Superfine  
 Holyoke Paper Co. Standard (design)  
 Holyoke Loft Dried Ledger  
 Honest Linen—3rd grade  
 Hornet Linen—1st grade  
 Huntington Mills  
 Homespun Linen  
 Hurlbut's Authors Linen  
 Hurlbut Bank Bond 1822—1st grade  
 Hurlbut Paper Mfg. Co.—Superfine  
 Hurlbut's Extra Superfine  
 Hurlbut's French Linen  
 Hurlbut's Linen Ledger—1st grade

Imperial Bond—2nd grade  
 Imperial Linen—1st grade  
 Imperial Vellum (Writing)—4th grade  
 Indenture Bond—4th grade  
 Indemnity  
 India Linen

Indian Princess  
Inlaid  
Insurance Bond  
Invincible Linen Bond  
Irish Linen Fabric—4th grade  
Irish Linen Ledger—2nd grade  
Irving Mills  
Islington Superfine  
Ivory  
Ivorie  
Japan Bond—4th grade  
Japan Linen

Keene Mills  
Kingston Bond  
Kingston Linen  
Kingston Superfine  
Kimono—Cover—3rd grade  
Knickerbocker—Cover

Legal Linen Ledger—5th grade  
Legend Linen Ledger  
Lenox Superfine—1st grade  
Lenox Extra Superfine—1st grade  
Lexington Linen—3rd grade  
Linden Paper Co. Bond  
Linden Paper Co. Linen Ledger  
Linden Paper Co. Superfine  
Linden Extra Superfine  
Linden Linen  
Linen Ledger  
Linen Record  
Londonderry Linen  
Lotus Linen  
Luzon Linen  
Lyons Parchment

Magna Charta Bond—2nd grade  
Maidstone Bond  
Maltese Linen—2nd grade  
Maltese Linen Pure Linen—2nd grade  
Manchester Linen  
Marguerite Linen  
Manhattan Linen  
Manhattan Linen Ledger—3rd grade  
Manifold Bond  
Marion Mills  
Marseilles Linen  
Marseilles Linen Ledger  
Massasoit Co. Bond  
Massasoit Linen Ledger  
Melrose (Writing)—4th grade  
Melton Mills  
Merrimac  
Merchants Bond—2nd grade  
Merchants Linen Ledger—3rd grade  
Milan Linen Ledger—2nd grade  
Minerva Linen—3rd grade  
Mohican Linen  
Mohican Extra Linen  
Monarch Superfine  
Monona Linen Fabric  
Montrose Linen  
Mt. Holyoke Mills  
Mt. Nonotuck Mills } Fines Grade IV  
Mt. Tom Mills } Grade V  
Mulberry Linen  
Mystic Bond

National Ledger  
National Linen  
Niagara Linen  
Ne Plus Ultra—Agawam Parchment—  
and U. S. Linen  
Ne Plus Ultra—Manuscript Cover  
Ne Plus Ultra—Roman Bond  
Ne Plus Ultra—Typewriter  
Nonpareil  
Norman Bond—Grade VII  
Norman Linen Ledger

Norman Superfine  
No. 2 Bond  
No. 6 Bond  
No. 40 Bond—9th grade

Oakland Linen—4th grade  
Oak Leaf Linen—3rd grade  
Oak Ridge  
Official Bond—4th grade  
Old Bay State Mills  
Old Cheshire Mills  
Old Chester Mills—Grade I  
Old Colony Linen  
Old Colony Mills  
Old Crown Linen—4th grade  
Old English Linen  
Old Hempstead Bond—3rd grade  
Old Ivanshire  
Old Oaken Bucket Linen  
Old Parchment Bond  
Olympia Ledger—4th grade  
Oneida  
Ontario Mills  
Option Bond—8th grade  
Overland  
Oriental Bond—4th grade  
Oriental Linen Parchment  
Original County Record—2nd grade  
Original County Record Ledger—2nd  
grade

Pansy  
Paradox—Cover—Grade III  
Parchment Bond  
Parchment Ledger  
Parchment Linen  
Parchment Extra Superfine  
Parchment Universal  
Parsons Paper Co.—Extra Fines—2nd  
grade  
Parsons Paper Co.—Superfine—2nd  
grade

Parsons Tinted Writings—Grade II  
Penelope (Linen)—3rd grade  
Perfection Bond—4th grade  
Persian Bond—Grade III  
Persian Ledger  
Persian Linen  
Perth Linen Ledger  
Peerless Mimeograph—Grade I  
Peerless (Writing)—4th grade  
Plaid  
Platner & Porter, First Quality  
Platner & Porter Linen  
Platner & Porter Superfine  
Postal Ledger Paper  
Preferred Bond—4th grade  
Premier Linen Bond  
Priority Bond  
Pristine Linen—2nd grade  
Pure Belfast Linen  
Pure Flax  
Pure Linen—2nd grade  
Pure Linen Fabric (Wedding)—3rd  
grade  
Pure Linen Rag Fiber  
Pure Linen Stock (Wedding)—2nd  
grade  
Pure Thistle Linen  
Putnam Mills

Quadrille  
Quaker Linen—3rd grade  
Quality Bond—7th grade  
Quality Manifold  
Queen Anne Linen  
Queen Irish Linen

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Record Bond—7th grade  
Record Ledger—4th grade  
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 Roman Bond—3rd grade  
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 Royal Scotch Linen  
 Royal Scotch Pure Fabric  
 Russian Linen Ledger—1st grade  
  
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 Saranac Bond—4th grade  
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 Springdale Linen Ledger  
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 Stockbridge Linen—2nd grade  
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 Taconic Linen—2nd grade  
*Telephone Bond—Grade IX*  
*Telephone Ledger—Grade VI*  
 Texo Bond  
 The American Linen Paper  
 The Century Linen—2nd grade  
 The Imperial Bond—2nd grade  
 The Legal Bond  
 The Official Bond—4th grade  
 The Standard Ledger—5th grade  
 Treasury Ledger—2nd grade  
 Treasury Linen  
 Treasury Vellum—2nd grade  
 Tuffenuff—Cover—3rd grade  
 Tunxis Bond  
 Tunxis Mills Linen Ledger  
 Tuxedo Linen  
 Typewriter Linen  
  
 Ulster Linen  
 Union Linen Ledger  
 Universal Bond—4th grade  
 U. S. Bond  
 U. S. Linen Bond  
*U. S. Linen—Grade I*  
  
 Vellum Bond  
 Vellum Linen  
 Vendome Bond—4th grade  
 Vendome Linen  
 Venetian Bond  
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 Victor Ledger  
 Victory Bond—4th grade  
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 Wicker  
 Windsor—Cover  
 Windsor Castle  
 Windsor Mills  
 Windsor Linen  
 Wisconsin Bond—5th grade  
 Wove Parchment  
 Wove Parchment Bond

# *How Paper Is Made*

A JOURNEY THROUGH THE WORLD'S LARGEST PAPER  
MAKING INSTITUTION

THE making of Eagle-A Quality Standard Papers is interesting because a process which transforms one substance into a new and entirely different form is always fascinating, because the American Writing Paper Company is the largest organization of its kind in the world, and because the methods used in producing these papers have direct bearing on the quality of the papers themselves.

Standardized papers can only be produced by the most efficient and highly standardized methods if uniform quality, combined with economy, is to be maintained. Starting with the raw materials—the rags, the wood pulp, the cotton linters, the chemicals and the dyes that are used in Eagle-A Papers are bought on specification, depending on their intended use, and laboratory tests are made to see that these specifications are adhered to. The sixty gallons of water used in making each pound of Eagle-A Paper must come up to specifications, too, and so the water supply for each mill is under close inspection at all times.

Since the exact kind and amount of each raw material is known, the equipment for each step in the manufacturing process is always in balance, thus avoiding the periods when one unit is idle and another over-taxed.

A standardized product can only be made with standardized equipment. It might be possible to make newsprint on the machines designed to make COUPON BOND, but it would be impossible to make COUPON BOND on the big, fast-running machines designed for news or book paper. An artist does not paint with a whitewash brush.

Each of the fifty-four Eagle-A machines makes the grade of product for which it is best adapted. The wide variety of equipment, producing 450 tons daily, makes possible the efficiencies of standardized manufacture for a paper for each printing and stationery requirement. Continual and rigid inspection at every stage of its manufacture keeps the Eagle-A Paper uniform in quality. The American Writing Paper Company has the largest and most extensively equipped paper laboratory in the world, where chemists analyze and test the raw materials to see that the specifications are adhered to. Inspectors examine every sheet of Eagle-A Paper, and in addition to continuous inspection in the mill, samples are regularly sent to the laboratory where check-tests are made and the product compared with the established standard.

How Paper  
Is Made

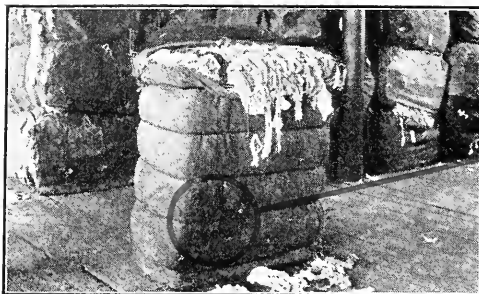
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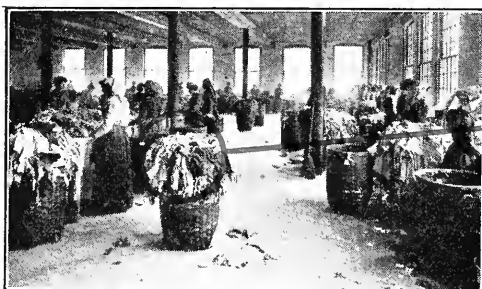
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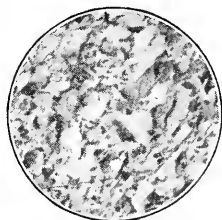
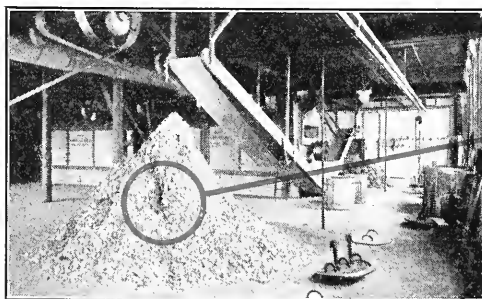
**THE RAGS**—The rags arrive at the mill in bales of about one thousand pounds each wrapped in burlap and tied with wire. These rags range from new white shirt cuttings and various colored rags down to old rags collected by the junkman.



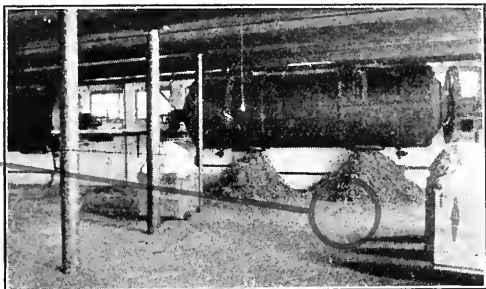
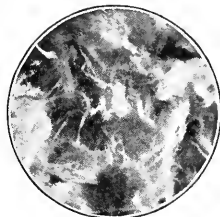
**THE RAG ROOM**—After the bales are opened the rags are taken to the rag room. Here buttons, hooks, rubber and other superfluous materials are taken out and sewed seams are ripped.



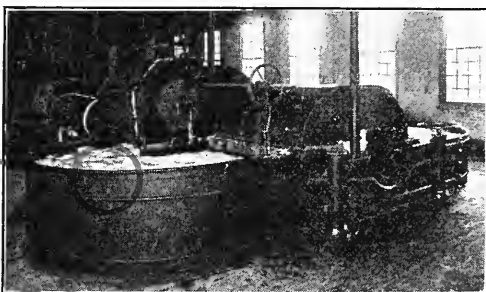
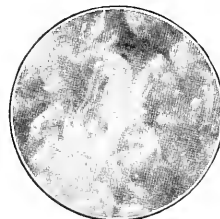
**THE RAG CUTTER**—From the rag room the sorted rags are taken to the cutter, where they are reduced to pieces of a fairly uniform size. From the cutter they are carried on a canvas belt to the duster.



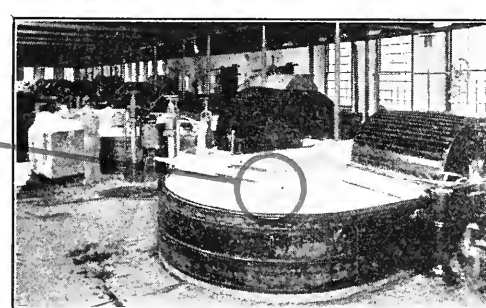
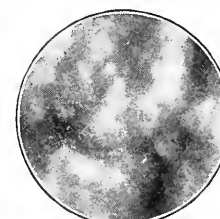
**THE RAG DUSTER**—The dusters contained in the small house in the background consist of wire-covered drums provided inside with blades to stir up the rags. The mesh of the wire is such that dirt falls through while the rags are retained. The lint that is sifted out is sold and used for roofing materials.



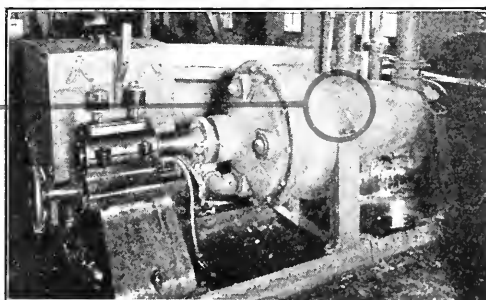
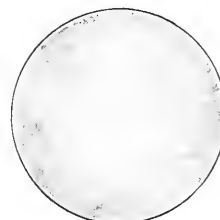
**THE BLEACH BOILERS**—After being dusted the rags are put into large revolving iron boilers of about five tons capacity. Here they are boiled under steam pressure with diluted alkali. This treatment serves to take out the color and loosen the dirt and other impurities which may be present.



**THE WASHERS**—The rags next go to the washer, a tub provided with a roll and equipped with blunt bars or knives which brush against similar bars at the bottom. Running water discharges the dirt through an octagonal drum. Bleach is added afterward.

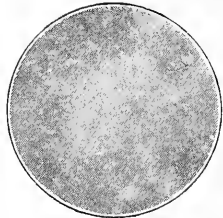
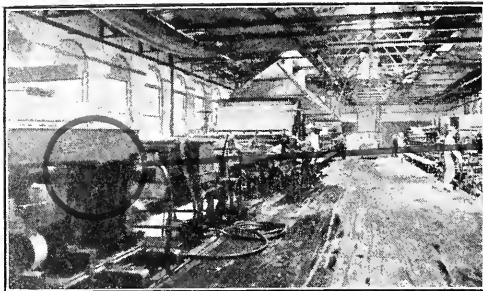


**THE BEATER**—In the beater the stock is reduced into fine cotton fibers which have been cut and frayed by means of a roll and plate similar to those of a washer. Rosin, size, alum, and color are added in the beater.

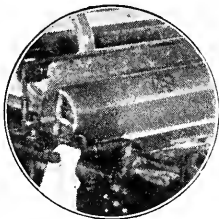
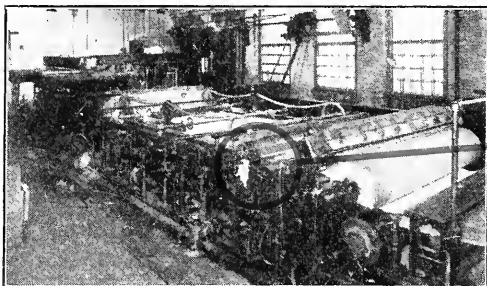


**THE JORDAN OR REFINING ENGINE**—The large cone-shaped shell is lined with steel or bronze bars set lengthwise. A conical plug with similar bars fitted into the shell rotates at high speed and the stock passing through the two sets of bars is cut fine.

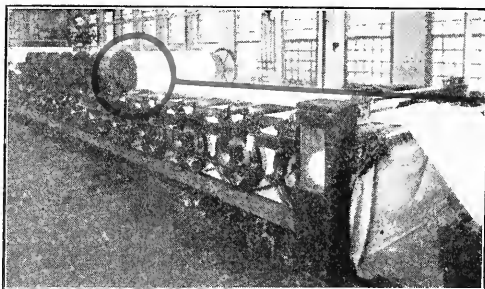




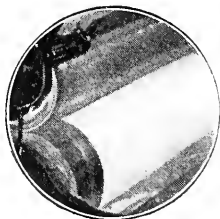
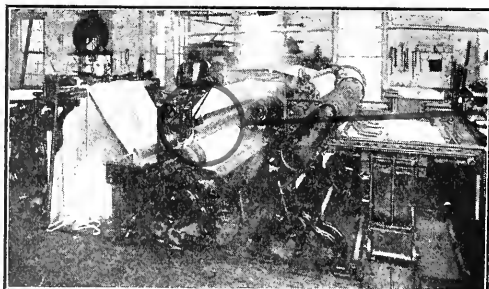
**THE PAPER MACHINE—WET END**—From the Jordan the now diluted stock goes to the paper machine. Here it is first passed through screens of bronze plates with narrow slots permitting passage of fiber but not of dirt and knots.



**ANOTHER VIEW OF PAPER MACHINE**—From the screen the stock flows on to a fine sieve-like wire where the water drains away the felted fibers remaining. Deckled straps bordering the sides prevent overflowing. The dandy roll leaves the water-mark on the newly formed paper.

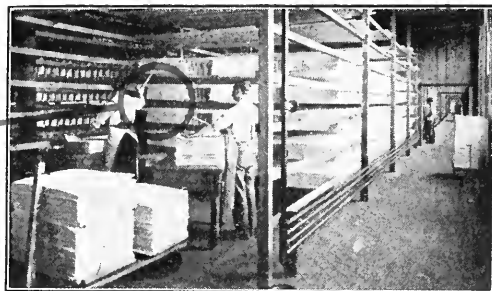


**DRYING DRUMS**—From the wire the sheet passes through several sets of rolls under heavy pressure, which serve to remove more water and to compact the sheet, then over iron drums heated with steam. The paper is now practically air dry.

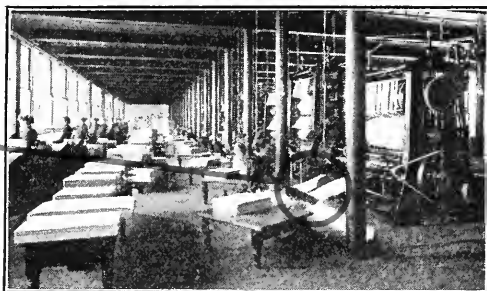


**SIZING**—On leaving the drying rolls the paper is cut into strips and passed through a bath of animal size or glue to increase the strength and improve the writing surface. then passes through a cutter. the sheets piled by a lay-boy

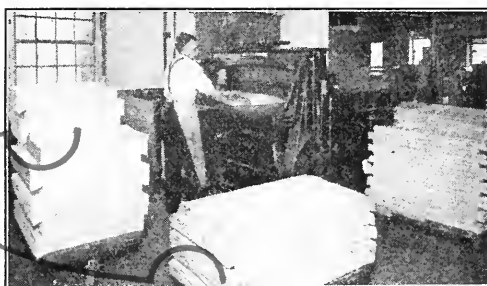
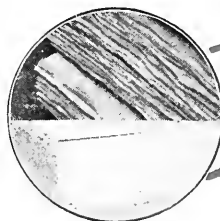




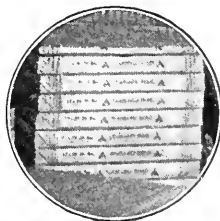
**THE LOFT**—The paper is hung on poles in the drying loft. Here it is left for several days to contract or expand in all directions. No method of drying has been found which will give results equal to the loft.



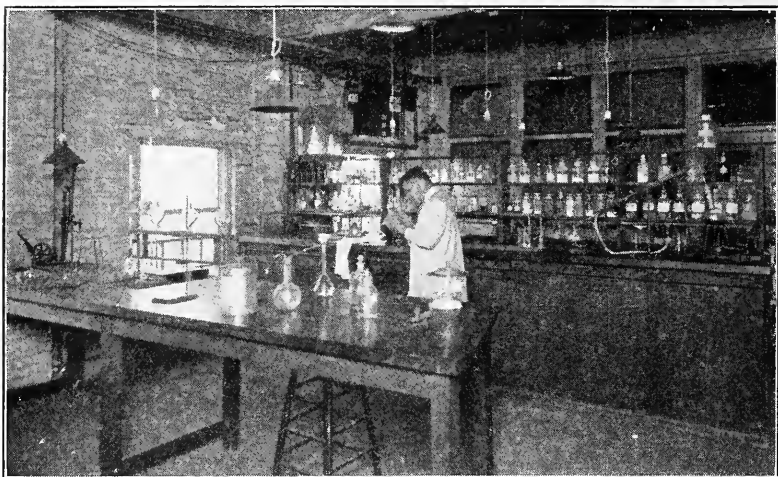
**CALENDERING AND INSPECTING**—The paper comes rough dry from the loft and must be ironed smooth. This is done by passing it between heavy iron rollers. It is then sorted and any imperfect sheets are thrown out.



**TRIMMING**—The paper passes from the sorters to the counters, where the sheets are counted by hand. It then goes to the cutters to be trimmed to uniform sizes.

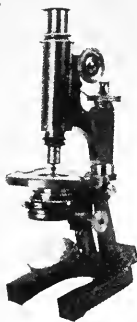


**SEALING**—After being trimmed the paper is wrapped and sealed in ream packages and labeled. It is now ready to be cased and shipped. The standardization of manufacture of Eagle-A Papers is carried even to the boards for the cases and the size of the nails, thus insuring effective containers.



## *How Eagle-A Quality Is Maintained*

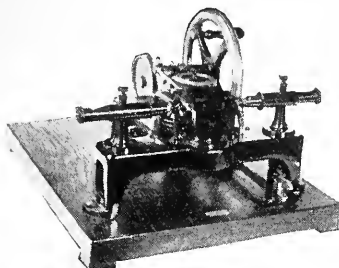
IT is the obligation of the manufacturer to be responsible for the performance of his goods when put to the uses for which they were designed. The American Writing Paper Company insures itself and its customers in this regard by establishing for each paper a set of definite tests that must be conformed to. No one test is self-sufficient, nor is any one test of equal importance when applied to different grades of paper. Significant tests can only be arrived at and their meanings properly interpreted by experts who know both the use the paper is intended for and the possibilities and limitations of the manufacturing process. The ideal place for the use of these paper tests is in the hands of the technical staff of the mill where they are interpreted as guides in manufacturing and as checks on quality. On the next page are shown a small number of the regular tests applied to Eagle-A Papers.



### THE MICROSCOPE

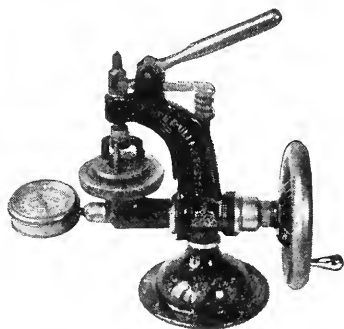
Paper is analyzed by defibering, treating the fibers in a microscope slide with stains which develop contrasting colors on rag fibers, chemical wood and ground wood, and then estimating the percentage of each constituent.

The quality of beating and the grade of stock used can be told at a glance, noting the appearance of the fibers and their length.



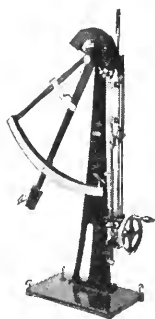
### THE SCHOPPER FOLDER MACHINE

This machine registers the number of times a sheet of paper may be folded back and forth before breaking. This is the severest test to which a sheet of paper can be subjected. Bank note paper, blue print paper, paper for life insurance policies and for legal documents should have a high folding test. This test is always made across the grain of the sheet.



### THE MULLEN TESTER

The United States Government standard paper tester. This instrument, found in all Eagle-A mills as well as in the American Writing Paper Company's laboratory, is in continual use, as all standard Eagle-A Papers have a specified Mullen test which must be met. The Mullen tester gives the pressure required to rupture a sheet of paper.



### THE TENSILE TESTER

Instrument for determining tensile strength. A narrow strip of paper, cut against the grain, is clamped in place, and the hand wheel is revolved until the paper breaks. Indicators show the actual tension to which the paper is subjected and the percentage of stretch.

# Watermarking and Rubberstamp Marking

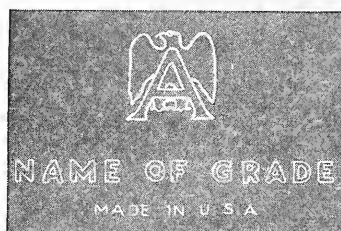


FIGURE 1

ON PAGE 340 is an illustration of a dandy roll, which runs lightly over the paper being formed. An outline mark is left in the sheet. In all Eagle-A mills, letters on the rolls are in reversed type, so that the mark reads correctly from the top or printing side of the paper.

In the method described, there is no crushing or deforming of the fibers. This is true watermarking. In very cheap papers, the machine is run so rapidly that a true watermark can not be formed. A rubber band bearing the outline letters is substituted and is placed on one of the press rolls between which the wet, formed sheet passes. This marks the paper just as a tire marks an asphalt pavement on a hot day. The fibers here are often deformed. Rubber stamping always shows that the paper was rapidly run, which usually means that there was not the opportunity for producing uniformity in the grain and cross-grain directions. Compare COUPON BOND and TELEPHONE BOND marks.

## LAID AND WOVE FORMATION



FIGURE 2

The dandy roll also impresses the laid or wove formation. If the roll is covered with wires woven like those of a window screen, a wove formation results. If the roll consists of thin disks of wires running lengthwise of the dandy, a laid formation is produced. The parallel marks farthest apart are formed by the disks and are called the "chain" marks. The marks across these are the wire marks.

# *What Papers the Printer Should Stock*

**M**OST printers recognize the advisability of carrying a certain amount of paper in stock. Briefly, the advantages are as follows:

The printer is able to buy paper in larger quantities, thus obtaining lower prices. Any apparent saving in investment when paper is not carried in stock is more than offset by the loss of discounts due to small orders and scattered buying.

It is easier for a printer who carries stocks to concentrate his buying on a small number of brands, taking larger orders of each. He saves time and trouble and profits by the attendant discounts.

He betters his standing with his trade when he becomes a retailer, rather than a broker of paper; and the very fact that he has invested his money in it is evidence of his confidence in the paper that he keeps in stock.

A stock of paper insures the printer's ability to give prompt service to his customer, as well as a capacity to provide economical and uniform paper for repeat orders—two features that are always appreciated by his customers.

When, as is uniformly the case, the printer stocks nationally advertised mill brands of a favorably well known manufacturer, he can advertise this fact with excellent results, and benefit by the prestige of the manufacturer.\*

Obviously, the average printer can not carry a stock that will meet all his demands, nor can he stock more than a limited number of brands. What, then, are the general considerations that determine whether a paper is suitable for stocking? Here are a few:

It must be standardized paper. Assured uniformity and quality of successive orders depend on this.

It must be a Mill Brand paper. Such a paper alone combines uniform quality with the utmost economy. (See pages 1-7.)

It must be a paper which the maker advertises to the consumer. This makes it easier for the printer to sell.

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\* Many printers all over the country are advertising that they stock Eagle-A Papers, and are reporting much benefit therefrom. A card to the American Writing Paper Company will bring suggestions and co-operation in such advertising.

To enable the printer to show his customer that he is offering the proper paper, and not merely one that he wishes to sell, he should have the manufacturer's statement as to the use for which the paper is intended.

It must be easily available and continuously stocked by both merchant and mill to insure an unfailing supply.

It must be available in every form in which this paper is normally used—flat sheets, rolls, announcements, envelopes, etc.

It must be one of a wide line of papers, so that the prestige established by the successful use of any one may benefit the others.

Obviously the papers of the Eagle-A Lines are well adapted to the printer's stock shelves. (See page 97-103.) However, a printer can not profitably stock more than comparatively few of the items in the line—only those on which he can get rapid turnover. Since conditions are individual to each printer, it is impossible in a book of this sort to recommend specific brands to stock.

The American Writing Paper Company, through its Service Men co-operating with its Department of Technical Service and its General Technical Staff, is prepared to help any printer or any printer's customer analyze his real paper needs, determine the smallest number of papers consistent with these needs, and work out the list of grades and items that he can profitably stock. Every representative of the Department of General Service is especially trained for this work and his advice and co-operation can be depended upon. His service may be secured by going to him directly, by asking for him through any Service House or by writing the American Writing Paper Company.

# Glossary

## OF WORDS AND TERMS USED IN THIS HANDBOOK OF QUALITY-STANDARD PAPERS

THIS glossary contains a list of words used in both the paper and printing industries and employed in the text of this handbook, with a brief definition of each term.

As will be understood, many of the terms defined have other significations which cannot be treated here.

Since many industrial papers are described or defined in the section of the text devoted to Specialty Papers it was not deemed necessary to include them in this glossary. (See pages 275-280.)

### *Abrasion*

A rubbing or wearing away of the surface.

### *Absorbency*

Absorption; the capacity of paper to take in or retain ink or other liquid.

### *Acid-proof Paper*

Paper that has been subjected to treatment to resist acid or its fumes.

### *Aigle (French)*

Eagle.

### *Air-dried*

Said of paper dried rapidly by warm air, after surface sizing is applied while in a continuous web, as distinguished from *machine-dried* (dried rapidly on the steam-heated drums of the paper machine) and *loft* or *pole dried* (after the paper is cut into sheets while wet with the surface sizing and hung over poles in a loft to dry and season slowly). (See pages 337-343.)

### *Alkali*

A compound of alkaline reaction in solution; the opposite of an acid. Examples, carbonate of soda, caustic soda or potash, ammonia, etc.

### *Alkali-proof Paper*

Paper that is treated to resist the corrosive action of alkali.

### *Animal-sized*

Sized on the surface with glue or gelatine made from hides or hoofs to effect a better quality of sheet. Paper is passed through a solution of the above after it leaves the driers on the paper machine. (See pages 337-343.)

### *Announcements*

Notices, social messages, etc., usually engraved or printed; also the paper stock used for such purposes.

### *Antique Finish*

A light, soft, uncalendered finish; characteristic of certain bulky book and drawing papers.

### *Anti-rust Paper—Anti-tarnish Paper*

Paper treated for use in wrapping metal articles to prevent rusting or tarnishing; it is free from acid or alkali.

### *Appearance*

As applied to paper; the appeal to the senses as made by its color, brilliancy or lack of it, crackle, etc.

### *Ash Content*

The mineral residue contained; ascertained by burning a sheet of paper and weighing ash after combustible matter is consumed.

### *Azure*

*Azure* is sometimes referred to as including the class of laids and woves irrespective of their color.

### *Azure-laid*

Said of certain laid writing papers in a shade of characteristic light blue.

### *Azure wove*

A wove writing, the characteristics of which, except for the laid mark, are similar to *azure-laid*.

### *Barber-dried*

Dried by means of the Barber-driers. The moist paper in the web is passed, after tub-sizing, over rolls and dried by hot air.

### *Basis Weight*

The weight given to a sheet of paper in terms of the weight of a ream of that paper in the size represented by its class. The sizes of different classes of papers on which basis weights are dependent are as follows:

Book.....25	x 38	—500	Blotting.....19	x 24—500
Bristol.....22½	x 28½	—500	Tissue.....20	x 38—450
Cover.....20	x 26	—500	News.....24	x 36—500
Writing.....17	x 22	—500	Wrapping.....24	x 36—480

### *Beater*

A tank with an equipment of a roll and bedplate, containing fly-bars set edgewise, through which is circulated the paper-making stock to reduce its fibers to suitable condition for running over the paper machine. See pages 337-343.

### *Ben Day*

A process of stippling and shading, etc., by means of screen designs transferred to a plate; effected by means of a machine named after its inventor, Benjamin Day.

### *Bible Paper*

A light-weight printing paper, the chief characteristics of which are opacity and strength; used for bibles or other books to reduce bulkiness.

### *Binders' Board*

A heavy board usually made of a low grade of raw materials, used for book covers.

### *Black Wrapping Paper*

Black paper made impervious to light, for wrapping sensitized photographic papers, etc.

### *Blank-book Papers*

Papers suitable for blank books; may be bonds, ledgers, or writings.

### *Bleaching*

The process of whitening the fibrous material and removing impurities, coloring matter, etc.

### *Blotting*

A heavy, unsized, and highly absorbent paper used mainly for drying fresh ink writing.



### *Blue Print Paper*

A paper for sensitizing for making blue prints. Blue print paper should be of a good folding endurance and a strength to withstand handling while wet.

### *Bond*

A term which was formerly applied to an all-rag paper intended for government bonds, but now applied to a strong and ratty, more or less translucent paper with a hard surface, made of rag or sulphite or both, and used largely for letterheads and for typewriter and other important purposes.

### *Booklet*

A small book, commonly bound in paper covers, and used principally for advertising purposes.

### *Book Paper*

A general term to indicate a class of papers used for books, catalogs, periodicals and the like as distinct from *writings*, *ledgers*, etc.

### *Box Board*

A board, usually made from wood pulp or straw, and of good bursting strength, used for cartons.

### *Box Cover*

A coated or uncoated, plain or decorative cover paper of light weight.

### *Breaking Length*

(See *Tensile Strength*.)

### *Bristol*

A board, either filled or plied (pasted), usually high-grade, and used commercially for many purposes, such as business cards, show cards, etc.  
(See foreword on pages 337-343.)

### *Broadside*

A large printed sheet intended as a circular, folded into a size convenient for mailing. Distinguished from a folder by the fact that its printed matter runs across the sheet regardless of folds.

### *Brochure*

A treatise or pamphlet bound and stitched in booklet form.

### *Brown Print Paper*

A paper for sensitizing to produce a brown and white effect in the reproduction of drawings, etc.

### *Bulk*

The degree of thickness of paper especially when judged by a number of sheets together.

### *Bursting Strength*

Resistance to pressure which paper is capable of withstanding; as determined by means of special testing instruments and computed by pounds of pressure per square inch.

### *Cabinet (Eagle-A Sample)*

A handy receptacle partitioned to contain three sample books and this Handbook: produced by the American Writing Paper Company.

### *Calendar*

An almanac; a card or other stock on which is impressed a table of days and dates of the months.

### *Calender*

A machine consisting of a series of rotating rolls or cylinders for smoothing the surface of paper. (See page 341.)

### *Calendered*

Glazed or smoothed by passing through calenders.

### *Carbon Paper*

A tissue paper coated with carbon, used for making duplicate copies of typewritten or other matter.

### *Car Card*

A large card bearing an advertisement used in trolley-cars, etc.

### *Cardboard*

See *Bristols*.

### *Cartridge Paper*

A thick, strong paper for making shot-gun cartridges.

### *Catalog*

An enumeration or list of goods, usually with detailed explanation and printed in book form. May be either loose-leaf or of solid binding.

### *Catalog Container*

Any container, as an envelope, wrapper, etc., used to enclose a catalog.

### *Catalog Cover*

The cover or stock in which a catalog is bound.

### *Cellulose*

A solid carbohydrate, fundamental in the structure of plants, which is the fiber used in paper-making; occurs in pure form in cotton fibers and mixed with equal amounts of impurities in wood. Mechanical wood pulp as used in news print is ground wood only; chemical wood pulp contains only traces—injurious, however—of impurities.

### *Chain Mark*

One of the wider parallel lines of a laid watermark.

### *Chalk Overlay Paper*

A heavy, hard surfaced paper coated with chalk, which is used by pressmen in making-ready half-tones.

### *Chart Paper*

A strong, pliable, durable paper, tub-sized, with good printing surface, used for charts, maps, etc.

### *Circular*

A printed letter or other form of advertising circulated usually through the mails.

### *Clasp Envelope*

An envelope attached with a special clasp. (See page 73.)

### *Coarse Papers*

A class of papers such as the cheaper books, boards, wrappings, and the like; distinct from *fine papers*.

### *Coating Paper*

Any paper, usually a book, used as a base for coating.

### *Cockle*

The pucker naturally or artificially produced in paper during the drying process.

### *Converter (Paper)*

One who manufactures goods, such as envelopes, etc., from paper stock.

### *Cooking*

The treatment of rags in boilers with steam pressure and with diluted alkali or other chemicals, for cleaning and softening purposes.

### *Core*

The reel on which a web of paper is wound; a tube made of board or the like, employed as a central support for a roll of toweling, toilet paper, etc.

### *Correspondence Paper*

Fine stationery used for personal correspondence.

### *Cotton Linters*

The short linters or lint which remain on the cotton seed after the cotton has been ginned, now removed and used as a raw material in paper manufacture.

### *Cover Paper*

Paper used for covering booklets, catalogs, and the like; usually of heavy weight and in numerous colors and finishes.

### *Crackle*

A desirable crackling sound produced in a sheet of paper when held by the fingers and waved quickly.

### *Crash Finish*

A finish resembling a coarse linen fabric, applied by pressure.

### *Cream*

A natural, light yellow hue.

### *Cylinder-dried*

Dried on the cylinder paper-making machine.

### *Cylinder Machine*

A paper-making machine the wire of which is wound about a cylinder, as distinguished from the *Fourdrinier* which has a flat wire.

### *Dandy or Dandy Roll*

A hollow roll covered with wire cloth on the face of which is woven a design or pattern. It revolves on a paper machine above the wire between the suction-boxes, and impresses its outline, known as the *watermark*, on the wet paper. (See page 340.)

### *Deckle*

The rough, uneven edge of paper as formed in a hand mold or by the deckle strap on a machine.

### *Deckle-edged*

Rough-edged, as of hand-made paper.

### *De-ink*

To remove the ink from.

### *De Luxe*

Of luxury (French); of special elegance and refinement; high class.

### *Die-stamping*

The process of stamping or impressing in relief by means of dies, usually of steel or other metal.

### *Direct-by-Mail Campaign*

An advertising campaign, the pieces of which are sent direct to the prospective customer; distinct from general newspaper or other advertising.

### *Display Cards*

Printed cards or posters used for display in shop windows, as car signs, etc.

### *Document*

A record, or other piece of impressed matter, usually of a legal character and of more or less permanent nature.

### *Dodger*

A small handbill for hand distribution.

### *Drafting Paper*

A fine, white or cream, hard-surfaced paper of good erasure quality to make drawings upon.

### *Drawing Paper*

Paper used for drawings or sketches.

### *Druggists' Wrapping*

(See *Special Wrapping Papers* on page 280.)

### *Dull Finish*

An uncalendered finish.

### *Dummy*

A preliminary form, as of a booklet or catalog, made up to indicate or suggest in size, shape, etc., the appearance of the finished product; sometimes referred to as a *layout*, though the latter more correctly indicates a type plan or arrangement for the printer to follow.

### *Duplex Paper*

1. Paper each side of which bears a different color.
2. A machine-finished paper which is highly glazed on one side and left rough on the other.
3. A paper plied with two layers of different colors or stocks.

### *Duplicating Papers*

Papers for use in duplicating work, as mimeographs, manifolds, etc.

### *Duster*

A dusting machine; an equipment of huge, hollow, meshed-wire drums provided with revolving blades for stirring up rags and sifting out the dirt.

### *Eagle-A*

Trade-mark and watermark of the American Writing Paper Company.

### *Egg-shell Finish*

A dull, rough finish, in imitation of the shell of a hen's egg: said of certain book papers.

### *Embossing*

The production of relief effects on paper or cloth by means of dies subjected to pressure.

### *Engine-size*

Sizing material, commonly rosin, added in the beater so as to permeate evenly through the paper.

### *English Finish*

A special dull yet smooth finish produced on book papers while on the paper machine.

### *Envelope Paper*

Paper of especially good folding quality used for the manufacture of envelopes.

### *Envelope Stuffer*

Any printed piece, as a small circular, which is enclosed with letters in an envelope.

### *Exposure*

Subjection to action of light.

### *Factory Forms*

Printed forms used for record purposes in factories.

### *Feather-edge Deckle*

A rough, tapered edge.

### *Feathering*

The blurred effect of ink which has spread thickly over certain kinds of unsized paper after writing. It indicates improper sizing for writing purposes.

### *"Feel"*

The characteristic finish and general quality of a sheet of paper as determined or judged by contact with the fingers.

### *Felt*

A web, usually of a textile fabric, which acts as a carrier of the newly formed sheet of paper over paper machines.

### *Felt Side*

The smooth side of a sheet of paper, as distinguished from the *wire side*. See also *Wire*.

### *Festoon Drying*

A method of drying paper in a uniformly warm room; the sheets are hung and conveyed by means of a series of loops.

### *Fiber, Fibre*

A filament or plant cell largely composed of cellulose, the basic element of paper-making material.

### *Fill (of machine)*

The width between the deckle straps of a paper-making machine. (See page 340.)

### *Filler*

A substance such as china clay or other mineral matter used for filling the interstices between the fibers, to add weight and opacity to paper as well as to give it a better surface.

### *Filter Paper*

An unsized porous paper, used for filtering purposes.

### *Fine Papers*

A class of high-grade papers such as bonds, linens, ledgers, writings, etc.; distinct from *coarse papers* (which see).

### *Finish*

The surface or general characteristics and appearance of a paper.

### *Flats and Fines*

Various kinds of paper designed for pen and ink writing and of a well closed, even formation and high finish: a general term.

### *Flat Sheets*

Sheets packed flat; as distinguished from rolls or sheets packed folded.

### *Fliers (Flyers)*

Small circulars, containing advertising material, for inserting in envelopes with letters.

### *Folded Writings*

Writing papers, folded once; distinct from *Flat Writings*.

### *Folder*

A circular or other piece of direct advertising, folded, frequently, in an unusual manner, in which the printed matter is confined to the space within, never across, the folds.

### *Folio*

1. The size 17 x 22 inches.
2. A book size indicating a sheet folded once.
3. A page number.

### *Food Container (Paper)*

(See *Specialties and Industrial Papers*, page 278.)

### *Form*

1. Type matter and electros, etc., locked up in a printer's chase.
2. Sometimes, *Format*.

### *Format*

The style or make-up of a book or printing piece.

### *Formation*

As applied to a sheet of paper, the fixed disposition of its fibers. In this Handbook the term is used to include all effects produced in the paper *before* passing over the drying rolls, as wove or laid marks put in by the dandy-roll.

### *Formula*

A rule or form set as a working guide.

### *Fourdrinier*

A paper-making machine, named after the brothers Fourdrinier, French stationers in England, who, in 1804 or 1806, improved the original invention of Louis Robert, Frenchman, made in 1799. (Its four principal portions are: (1) the wet end containing the flow box on which the watery pulp flows, the wire screen, the deckle, suction boxes, and dandy roll; (2) the presses—a series of revolving rolls covered by felt; (3) dryers, rolls equipped with felts, and heated; (4) winder end (dry end) containing calenders, winding felts, cutters, etc. (See page 340.)

### *French Folio*

A smooth manifold or light-weight writing paper, in white or colors, used for taking printers' proofs.

### *Furnish*

The specified ingredients comprising the half-stock which is placed in the beater.

### *Fuzz*

Loose particles of paper or other material.

## *Gang*

- (1) A form or group of plates or type arranged to run off together at one impression;
- (2) A sheet thus printed.

## *Gelatine Printing*

A method of copying and multiplying a writing or drawing by tracing or impressing the original on paper, in an oily, diffusible anilin ink, then transferring this to a surface of a compound of gelatin, glycerin, etc. The coloring-matter sinks into the gelatin surface, which may be used as a printing surface by simple pressure of paper against it, as with the hand.

—*From the New Standard Dictionary.*

## *Glassine*

A thin, supercalendered, transparent paper, the fiber of which has been hydrated in the beater.

## *Glazed*

Highly polished or calendered.

## *Grade*

As applied to papers, the relative position in regard to quality as compared with others in the same class.

## *Grain Direction*

- (1) The direction in which the fibers flow on the paper-making machine.
- (2) Its appearance as indicated in the sheet.

*Machine direction*, with the grain.

*Cross direction*, against the grain.

(See page 64.)

## *Greeting Card*

A card used for a printed message, as a Christmas or Easter card.

## *Gummed Paper*

Paper which has been gummed on one side with an adhesive, used for labels, etc.

## *Half-tone*

A metal plate bearing in relief a photograph or other illustration in reverse for printing by the letterpress method. Half-tones are produced by the process known as photo-engraving. The original illustration or object is photographed through a cross-line screen on a sensitized copper or zinc plate. The plate is then etched and its surface is left covered with fine dots. The gradations of tone (dark and light effects) appear according to the greater or lesser number of these dots. Fine half-tones range from 120 to 200 line screen (indicating the number of parallel lines of dots to the inch); 60 screen half-tones are used for coarse paper such as newsprint.

## *Half-tone Paper*

A highly calendered book or other paper suitable for impressions of half-tone cuts.

## *Handgravure*

A method of copper-plate printing. Before each impression is taken the surface of the plate is wiped by hand.

## *Hand-made Paper*

A deckle-edged paper made on a hand mould.

### *Hard Fiber Paper*

Specially treated paper used as a base in the manufacture of various kinds of vulcanized fiber and converted by chemical or other processes.

### *Hard-sized*

Sized by a special hardening process due to increased proportions of rosin or other ingredients.

### *Hectographing*

A method of duplicating drawings and the like, effected by means of a gelatin pad on which the design has been made with a special ink. The sheet to be printed is placed over the pad and is lightly pressed by the hand.

### *House Organ*

A publication issued regularly by a business concern to its employees, salesmen or customers.

### *Impress*

The process of making marks or impressions; the impression.

### *Impressibility*

The capability of being marked or impressed.

### *Index Bristol*

Strong bristol board, sometimes pasted stock, used for index cards and similar records.

### *India Tint*

A light buff.

### *Japanese Vellum*

A sheet of rather wild or uneven formation with a feel and appearance quite like an animal parchment. While the real Japanese Vellum is made only of Japanese fiber, chiefly mitsumati fibers, the inner bark of a mulberry tree, close imitations at a much lower price are available in America. (See *American Vellum*, page 172.)

### *Jobber*

The middleman; a merchant who buys goods from the manufacturer and sells them to the retailer; paper merchant.

### *Job Ticket*

A ticket accompanying a job, usually bearing instructions.

### *Jute Board*

A board made principally from jute.

### *Jute Manila*

A manila wrapping paper produced from jute and manila clippings.

### *Kid Finish*

A smooth finish resembling kid leather.

### *Kraft*

A natural colored, strong paper made from sulphate pulp, used mainly for wrappings.

### *Label*

A slip of paper gummed or ungummed, to be affixed to packages, etc.



### *Laboratory (Paper)*

A place in which chemical or other tests are made and where experimental work is undertaken.

### *Laid*

Watermarked with close, fine, parallel lines crossed with other less frequent lines at right angles.

### *Lawn*

A finish imitating linen cambric, applied by pressure to paper.

### *Layout*

(See *Dummy*.)

### *Ledger*

A strong paper, usually heavy, with a smooth, dull finish, and possessing good erasure qualities, used for account books.

### *Letterhead*

A sheet of writing paper bearing a printed heading.

### *Letterpress Printing*

Printing which is executed on job, cylinder or web presses from type, electrotypes, stereotypes, or the like.

### *Lignin*

A name given to the impurities found mixed or combined with cellulose in wood in amounts approximately equal to the cellulose. All save a trace, which is, however, injurious, is removed in the preparatory cooking of chemical wood pulp.

### *Line-cut*

A zinc or copper plate made from a drawing or print which has been photographed, transferred, and etched.

### *Linen*

Paper originally made from linen rags, but term is now applied to various papers that simulate the original appearance. They bear a large watermark of rather ornate design.

### *Linen Finish*

A finish impressed to resemble linen; usually effected by placing paper between sheets of linen and zinc plates and subjecting it to pressure.

### *Lithography*

A form of printing from a flat surface such as stone or metal on which the design or subject has been etched or transferred.

### *Litho or Lithograph Paper*

A well finished, soft-sized book paper for lithographic and color printing.

### *Loading*

A substance used as a filler or to add weight.  
(See *Filler*.)

### *Loft-drying*

A method of drying the highest grades of paper. The paper while wet from the surface size is cut into sheets and hung over poles in a warm loft to dry and season. (See page 341.)

### *Longevity*

Length of life; as applied to paper, its enduring quality under ordinary usage.

### *Long Run*

A long period of operation, as of a paper machine or printing press.

### *Loose-leaf Paper*

Paper, especially a bond or ledger, suitable for use in books or binders, the leaves of which are easily removed or inserted.

### *Machine-dried*

Dried on the paper machine by passing the damp paper over steam-heated drums.

### *Machine Finish*

1. A finish secured by pressing the sheet through the calender stacks at the end of the paper machine.
2. Uncalendered paper as it comes off the last drier.

### *Machine Ruling*

(See *Ruling*.)

### *Mailing Card*

A card bearing advertising matter used for mailing; the stock so used.

### *Mailing Envelopes*

Envelopes made for mailing purposes.

### *Mailing Folder*

A folded circular used for mailing.

### *Magazine Paper*

Book paper suitable for printing and illustrating; used for magazines and other periodicals.

### *Magazine Stock*

Stock consisting of old magazines which are to be de-inked and mixed with other fibers for making paper.

### *Make and Hold*

Said of a manufacturing order for goods which are to be held at the mill until customer orders their delivery.

### *Make-ready*

The method of making a form ready on the press by means of overlays and underlays, etc., to secure the proper results in printing.

### *Manifold Books*

Books of manifold or other light-weight copying paper for duplicate records.

### *Manifold Paper*

A paper, usually of light weight, for copying or duplicating purposes.

### *Manila*

1. A strong grade of paper used for tags, wrappers, and the like.
2. A loose term indicating color, strength, and finish.

### *Manuscript Cover*

A cover stock of bond quality to bind and protect manuscripts, briefs, etc.

### *Map Paper*

A strong, high finished paper possessed of good folding quality, suitable for the printing or lithographing of maps.

### *Marking*

The placing of distinguishing marks on bundles or packages.

### *Medium Finish*

A finish that is neither highly calendered nor antique but intermediate between the two extremes.

### *Menu*

Bill of fare.

### *M. G. Paper*

Machine-glazed paper; one side glazed, the other rough.

### *Micrometer*

A gauge used to measure thickness.

### *Mill Blank (Bristol).*

(See *Bristol*.)

### *Mill Brand*

The trademark and brand name belonging to the manufacturer and so identified, as distinguished from a private or jobber's brand where the goods bears the jobber's identification but not the manufacturer's.

### *Mimeograph Paper*

A rough finished, semi-absorbent paper, usually laid, for use on mimeograph printing machines.

### *Mimeographing*

A method of duplicating by means of typewriting on a specially prepared, waxed stencil. The stencil is placed on the drum of a machine known as the mimeographing machine, where with each revolution of the cylinder it is automatically inked and an impression made.

### *Mold*

A wooden frame enclosing a wire screen on which pulp is formed into paper sheets; used in making paper by hand.

### *Mold-made Paper*

A deckle-edged paper resembling that made by hand but produced on a machine.

### *Monotype Paper*

A white book paper, made up in rolls and perforated at edges, used on monotype keyboard and casting machines.

### *M. Paper*

Paper not up to the standard required in the first sorting.

### *Multigraphing*

A method of printing used especially for form letters. The matter to be printed is set up from individual types and locked in the grooves of a curved steel plate called a "segment." Curved electrotypes are also used. The segment or plate is placed on a small cylinder press, called a multigraph printer. Practically no make-ready is required, and 5,000 impressions an hour can be made.

### *Music Roll Paper*

Paper, usually manila, and resistant to expansion and contraction, for use in player-pianos.

### *Natural*

Said of an India or light buff tint.

### *News*

A soft-sized paper made principally of ground wood, used for newspapers and other printing purposes; newsprint.

### *Nitrating Paper*

A paper of light weight used in the process of manufacturing cellulose nitrate.

### *N. Paper*

Paper discarded during sorting through imperfections of dirt spots, wrinkles, etc.

### *Odd*

Not according to regular or standard sizes, weights, colors, finishes, etc.

### *Offset*

A book paper made specially for offset or other lithographic printing; has a uniform surface on both sides and is free from loose fiber.

### *Offset Printing*

An improved process of lithographic printing. The subject or design is usually made first on a stone and then transferred to a plate of zinc or aluminum, curved to fit the cylinder of the press. The imprint is made from the plate on a rubber blanket from which the wet impression is offset on the paper.

### *Onion Skin*

A thin, transparent, highly glazed paper made of rag and sulphite, used for manifolding.

### *Opacity*

The property of being non-transparent.

### *Overlapping*

As referred to grades of paper, those which are almost similar in quality and include most if not all of the characteristics of others.

### *Over-run*

An excessive quantity of paper made on an order.

### *Package Label*

A slip of paper, usually gummed, for pasting on packages.

### *Paper Trade Customs*

Customs or rules adopted by paper-trade associations or similar groups and mutually agreed upon as equitable in the conduct of the manufacture, delivery, and sale of papers. (See pages 306-332.)

### *Papeteries*

High-grade writing papers for boxed stationery use.

### *Papyrus*

An Egyptian reed-plant the stems of which, when beaten and laid crosswise, formed a sheet for writing purposes.

### *Parchment*

A sheet of writing material prepared from the skins of goats, sheep, and other animals.

### *Parchment Finish*

A finish simulating parchment.

### *Pasted Stock*

Bristols, weddings, or other stock which have been pasted together in two or more thicknesses; known as *two-ply*, *three-ply*, etc., according to the number of sheets pasted together; pasteboard.

### *Pencil Paper*

A strong paper used in the manufacture of paper pencils. Called also *Lead Pencil Paper*.

### *Permanent*

Enduring. When attributed to papers referred to in the Handbook it signifies a period of durable use approximating a century. Cotton fibers predominate in permanent papers.

### *Photographic Paper*

A paper for sensitizing, strong to withstand handling when water-soaked; used for photographic printing purposes.

### *Photogravure*

A process of printing by means of copper plates, the design to be impressed being in intaglio. See *Rotogravure*.

### *Photogravure Paper*

An English-finished book paper suitable for photogravure printing.

### *Photo Mount*

Cover, or board, or other heavy stock for use as photograph mountings.

### *Photostat Paper*

A gelatine-sized paper for reproducing the facsimiles which are obtained by the photostat machine; it has the same characteristics as photographic paper.

### *Plated Vellum*

A smooth finish to imitate the appearance of vellum, produced by pressure.

### *Plate Finish*

A smooth finish made on paper by running through a super calendering machine.

### *Plater Finish*

A high, smooth finish produced by pressure.

### *Plug*

A wooden pin or wedge used to protect a roll of paper at each end of the core on which the paper is wound.

### *Ply*

A thickness or layer; said of a sheet which is pasted to another as in certain boards.

### *Postal Card Stock*

A manila board with a smooth writing surface, used for post cards.

### *Poster*

A paper used for printing advertising matter to be displayed on walls, boards, store windows, etc.

### *Primary Line*

A chief, fundamental, or basic line.

### *Printings*

A printers' term to indicate various grades of book papers.

### *Program Paper*

A soft paper, free from rattle, for concert or other program uses.

### *Proofing Paper*

A book paper used by printers for galley proofs.

### *Pulp*

1. A wet mass of rag or wood fibers or other cellulose stock which has been beaten and otherwise prepared ready for the paper-making machine.
2. The dry mass of cellulose fibers pressed in laps.

### *Quality-Standard*

A term used exclusively by the American Writing Paper Company and applied only to its Eagle-A Papers. It indicates that each paper is of standard and uniform quality and that each represents a definite grade level within its class.

### *Quire*

A unit of twenty-four (or twenty-five) sheets.

### *Rags*

Cotton or other textiles such as cuttings from shirt, linen and other textile factories, discarded garments, etc., used as a raw material for paper-making.

### *Rag Stock*

Material composed of rags for use in paper-making.

### *Rag Paper*

### *Rag Content Paper*

} Paper which contains some quantity of rag.

### *Railroad Board*

A white-lined board, usually in several plies, used for show cards and the like.

### *"Rattle"*

A rattling sound.

### *Ream*

The unit of a certain number of sheets of paper, varying according to the different standards adopted.

<i>Long ream</i> .....	500 sheets
<i>Short ream</i> .....	480 sheets
<i>Printers' ream</i> .....	516 sheets

### *Register*

The fitting in or correspondence of color forms in printing.

### *Repped*

Said of paper which has been given a ribbed effect by impression from steel rollers.

### *Retrées*

Imperfect sheets withdrawn after mill sorting.

### *Ripple Finish*

A fretted finish similar to the ripples on water.

### *Roll*

A continuous web of paper rolled up in cylindrical form; distinct from *flat* (which see.)

### *Rotogravure*

A process of intaglio printing, usually on rotary presses, from an etching made on a copper cylinder revolving in ink. The ink is scraped off the surface by a knife and left in the intaglio to print the image.

### *Rotogravure Paper*

A highly finished book paper used for rotogravure printing.

### *Rubber-stamp mark*

A mark similar to a watermark but impressed in the damp paper on the machine from a rubber band on the press rolls, usually on grades made rapidly.

### *Ruling*

The ruling of lines as for statements, account books, etc., by means of a special machine. The paper to be ruled is conveyed on an endless cloth to meet contact with pens suspended, at the intervals desired, on a cross bar above and fed with ink.

### *Safety Paper*

A strong, fine paper used for checks, drafts, and the like, treated with chemicals so that erasures cannot be made without detection.

### *Sample Cards*

Cards such as bristols, etc., used for pasting on samples such as tailors' cloths, etc.

### *Sand Paper Base*

A pliable and strong paper, usually manila, used as a base for sand paper.

### *Satin Finish*

A smooth finish resembling satin.

### *Screen*

The formation of "dots" in half-tone cuts, indicated by the number of parallel lines of these "dots" to the inch; as, 133-line *screen*, etc.

### *Sealing Tape*

A narrow strip of paper gummed on one side and put up in rolls.

### *Seconds*

Sheets which have been discarded as inferior.

### *Semi-permanent*

Lasting for a period covered by legal statutes of limitations, as considered of papers so attributed in the handbook. Semi-permanent papers are made of mixtures of cotton and chemical wood fibers.

### *Service House*

The warehouse or a paper merchant stocked adequately to give ready service to customers in his territory. Term originated by the American Writing Paper Company and applied to its 100% agents.

### *Sheeting*

The process of cutting into sheets.

### *Short Run*

A short period of operation as of a paper machine or printing press; a small making-order.

### *Show Card*

A card for window or counter display purposes.

### *Shrinkage*

Contraction or decrease in size or bulk.

### *Signature*

A form, or printed sheet containing a number of pages which after folding is to be assembled with others to make up a book.

### *Simplification*

Reduction and modification of grades from a multiplicity of overlapping varieties to a well defined series.

### *Sizing*

1. A treatment to which paper or its ingredients are subjected during manufacture to give strength to the product and make it impervious to ink.
2. A gluey or resinous compound mixed with the stock in the beater (the process known as engine sizing) or applied to the paper as it passes through a sizing tub (known as top or tub sizing).

### *Slitting*

Cutting the paper sheet at the dry end of the machine either by rotary or straight knives.

### *Snap*

Said of a sheet of hard paper that emits a sharp, crisp sound when handled.

### *Soda Pulp*

Wood pulp which has been cooked by the soda process.

### *Soft-sized*

Having or containing less than an ordinary quantity of sizing; slack-sized.

### *Sorting*

The separating of perfect from defective sheets.

### *Specialties*

Such papers as are made, usually on order, in special colors or texture for special commercial or other purposes; such as black wrapping, acid proof papers, etc. (See *Specialties and Industrial Papers*, pages 275-280.)

### *Specifications*

Specific requirements as of paper, an order or a contract.

### *Standardization*

Conformation, particularly in manufacture, to definite standards of uniformity. Standardization, to be complete, should embrace (a) raw materials; (b) process; (c) product; (d) line (grade classification); (e) distribution of product; (f) price; and (g) uses of the product.

### *Standard Sheet Sizes*

Sizes that have been adopted as standards and are conformed to by the paper trade.

### *Statute of Limitations*

A statute which assigns a certain period of time after which no legal action can be taken.

### *Steel and Copper Engraving*

The process of printing from steel or copper plates, the designs on which are intaglio.

### *Stiffener*

A stout sheet, usually of board, placed in envelopes to protect the enclosure from creasing or crushing.

### *Stock*

1. Paper for a job.
2. Half-stuff or pulp ready for the paper machine.
3. Product or material on hand.

### *Stock Sizes*

Standard sizes carried by manufacturers, merchants, or consumers.



### *Strength*

As applied to paper: the degree of capability to resist wear and tear, handling and folding, etc.

### *Stretch (wet and dry)*

Extension or expansion as caused by moisture or dryness.

### *Stuff*

A pulpy mixture ready for the paper machine.

### *Substance—Number, Weight*

The basis of weight as determined of certain sizes by the number of pounds to a ream.

The following are the standard sizes of various papers upon which substance numbers are based:

Books.....	25 x 38	Bristols.....	22½ x 28½
Writings.....	17 x 22	Papeteries.....	21½ x 33
Covers.....	20 x 26		etc.

### *Sulphate Pulp*

Pulp produced from wood chips by cooking under pressure in a solution of caustic soda.

### *Sulphite Bond*

A machine-dried bond made of sulphite pulp.

### *Sulphite Pulp*

Pulp made from wood chips cooked under pressure in a solution of bisulphite of lime.

### *Supercalendered*

As finished by extra calendering.

### *Super Finish*

A high, glossy finish given to an uncoated paper.

### *Tablet*

A pad (of paper).

### *Tag*

1. A label for tying or nailing on packages or cases.
2. The stock, either of board or manila, used for tags.

### *Tearing Resistance*

Ability to withstand tearing.

### *Temporary*

Durable for a period of from three to five years; as considered of papers thus qualified in this Handbook. Temporary papers are made predominantly or wholly of wood fibers.

### *Tensile Strength*

The weight necessary to apply to a given strip of paper to break it.

### *Text Paper*

A high-class, rough surfaced book paper, frequently deckle edged, suitable for fine books.

### *Ticker Paper*

A white book paper which is used in rolls for ticker machines.

### *Ticket*

A card of admission; as, a theater ticket.

*Tissues*

A class of light-weight papers.

*Toned*

Shaded or tinted in a light buff.

*Tooth*

A "bite"; said of a paper surface which readily takes ink and pencil marks or other impress.

*Trade Customs*

(See *Paper Trade Customs*, pages 306-332.)

*Translucent*

Dully transparent or semi-transparent.

*Treatment*

Mode of handling.

*Tub-sized*

Surface sized; said of the formed and dried paper which has been subjected to a bath of glue or starch or other sizing ingredients.

*Typewriter Papers*

Papers, generally bonds, linens, and light-weight writings, cut to sizes for convenient use on typewriting machines.

*Unbleached*

Implying papers made from unbleached pulp, as kraft.

*Under-run*

A quantity made by the manufacturer which is below that ordered.

*Unglazed Finish*

A dull finish.

*Up*

On: said of the number of duplications in type matter, plates, etc., imposed in a job form for the printing press; as, four *up*.

*Vellum*

A strong, high-grade, natural or cream-colored paper made to resemble the fine parchment originally made from calf skin.

*Vellum Finish*

A finish simulating the appearance of vellum, obtained by plating.

*Watermark*

The distinctive mark or design made by the dandy-roll in the wet paper during its progress through the paper-making machine. (See page 344.)

*Wedding*

A papeterie usually of heavy white writing or a bristol, plate finished, and used for wedding or similar announcements.

*Wedding Bristol*

A fine grade of bristol, of high rag content, often pasted and plated, used for visiting cards, wedding announcements, etc.

*Wild Formation*

An irregular formation of the fibers producing a mottled appearance in the sheet.

### *Wire*

The wire web on which paper is formed in the machine. (See page 340.)

### *Wire Side*

The side of a sheet of paper which rested on the wire during its manufacture: opposite to *felt side* (which see).

### *Wood Cut*

1. An engraving, usually made by hand, on wood.
2. An illustration printed from a wood cut.

### *Wood-Pulp*

Pulp made from wood and suitable for paper-making: ground wood-pulp is prepared by mechanical means; soda, sulphate, and sulphite pulps, all from wood, are produced chemically.

### *Wove*

A bond or writing paper that has a woven appearance on both sides: distinct from *laid* (which see).

### *Wrapping Paper*

A coarse paper made of burlap, ground wood, old magazines, or like materials: a general term.

### *Wrinkle*

A pucker, crease, or slight corrugation.

### *Writings*

Hard-sized papers suitable for pen-writing.

# *The Stock Used in This Handbook*

## *Cover*

American Embossed Cover, steel gray. (The new Cover grade of the Eagle-A Line.)

## *End Leaves*

Paradox Cover, the third Cover grade of the Eagle-A Line, Antique Finish, Fibril Granite—20 x 26—50.

## *Illustrated Frontispiece*

Arrivé Halftone, the fifth Book grade of the Eagle-A Line, White—25 x 38—80.

## *Contents Section*

Arrivé Halftone, the fifth Book grade of the Eagle-A Line, White—25 x 38—70.

## *Pink, White, Buff, and Green Sections*

Acceptance Bond, the seventh Bond grade of the Eagle-A Line, 24 x 38—59.

## *Illustrated Section (How Paper is Made)*

Arrivé Halftone, the fifth Book grade of the Eagle-A Line, White—25 x 38—70.

## *Service House Insert*

Paradox Cover, the third Cover grade of the Eagle-A Line, Antique Finish, Fibril Granite, 20 x 26—60.

## *Price List Cover*

Paradox Cover, the third Cover grade of the Eagle-A Line, Antique Finish, Fibril Granite, 20 x 26—65.

## *Inside Pages of Price List*

Government Record Ledger, first Ledger grade of the Eagle-A Line, White, 17 x 22—28.

## *Binder for Price List*

Paradox Cover, the third Cover grade of the Eagle-A Line, Antique Finish, Fibril Granite, 20 x 26—80.

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# Eagle-A Service Houses

THE Eagle-A Service Houses are the media through which Eagle-A Papers are made available to printers, lithographers, stationers, engravers, and other users; in fact, they form the external organization of the American Writing Paper Company. Each Service House stocks the Eagle-A Papers and is an accredited sales representative for every one of the Eagle-A Quality-Standard Papers.

The following list includes only the Service House warehouses where these papers are stocked. These merchants have also many sales offices and other methods of giving the widest distribution service for Eagle-A Papers.

## SYMBOLS

1. *Service House (with Warehouse)*
3. *Divisional house (with Warehouse)*
4. *Branch house (with Warehouse)*
5. *Sales Office*

Symbol	Name and Address	Symbol	Name and Address
1	<i>Albany, N. Y.</i> Hudson Valley Paper Co. 520 Broadway	5	<i>Charleston, W. Va.</i> The Whitaker Paper Co. P. O. Box 770
3	<i>Atlanta, Ga.</i> The Whitaker Paper Co. 2 Courtland St. Washington St. Viaduct	5	<i>Chattanooga, Tenn.</i> The Whitaker Paper Co. 305 James Bldg.
4	<i>Augusta, Me.</i> The Arnold-Roberts Co. 302 Water St.	1	<i>Chicago, Ill.</i> Bradner Smith & Co. 175 W. Monroe St.
3	<i>Baltimore, Md.</i> The Whitaker Paper Co. Guilford, Saratoga & Davis Sts.	3	<i>Chicago, Ill.</i> The Whitaker Paper Co. 212-220 N. Sangamon St.
1	<i>Billings, Mont.</i> Carpenter Paper Co. of Montana	1	<i>Cincinnati, Ohio</i> The Whitaker Paper Co. 6th cor. Lock St.
5	<i>Birmingham, Ala.</i> The Whitaker Paper Co. 12 So. 20th St.	5	<i>Cleveland, Ohio</i> The Whitaker Paper Co. 118 St. Clair Ave.
1	<i>Boston, Mass.</i> The Arnold-Roberts Co. 180-188 Congress St.	5	<i>Colorado Springs, Colo.</i> The Whitaker Paper Co. Bennet Bldg.
1	<i>Boston, Mass.</i> John Carter & Co., Inc. 593-599 Atlantic Ave.	3	<i>Columbus, Ohio</i> The Whitaker Paper Co. 22 W. Naghten St.
3	<i>Boston, Mass.</i> The Whitaker Paper Co. 100-112 Shawmut Ave.	1	<i>Dallas, Texas</i> E. C. Palmer & Co., Limited 407-409 Lacy St.
1	<i>Buffalo, N. Y.</i> R. M. Myers & Co. of Buffalo, Inc. 79 Ellicott St.	5	<i>Dayton, Ohio</i> The Whitaker Paper Co. 506 E. Third St.
5	<i>Buffalo, N. Y.</i> The Whitaker Paper Co. 319 Main St.	3	<i>Denver, Colo.</i> The Whitaker Paper Co. 1625 Wazee St.
		1	<i>Des Moines, Iowa</i> Carpenter Paper Co. 106-112 Seventh St.

# *Eagle-A Service Houses—continued*

Symbol	Name and Address	Symbol	Name and Address
3	<i>Detroit, Mich.</i> The Whitaker Paper Co. 600 E. Jefferson Ave.	3	<i>New York, N. Y.</i> The Whitaker Paper Co. 48-52 Great Jones St.
1	<i>Houston, Texas</i> E. C. Palmer & Co., Limited	1	<i>Omaha, Neb.</i> Carpenter Paper Co. 9th and Harney St.
3	<i>Indianapolis, Ind.</i> The Whitaker Paper Co. 28-36 E. Georgia St.	1	<i>Philadelphia, Pa.</i> Garrett-Buchanan Co. 12 to 20 South Sixth St.
5	<i>Knoxville, Tenn.</i> The Whitaker Paper Co. Holstan Nat'l Bank Bldg.	5	<i>Philadelphia, Pa.</i> The Whitaker Paper Co. 26 North 5th St.
5	<i>Lexington, Ky.</i> The Whitaker Paper Co. Fayette Co. Nat'l Bank Bldg.	3	<i>Pittsburgh, Pa.</i> The Whitaker Paper Co. 302 Penn Ave.
1	<i>Lincoln, Neb.</i> Lincoln Paper Company 14th & P Sts.	4	<i>Providence, R. I.</i> The Arnold-Roberts Co.
5	<i>Louisville, Ky.</i> The Whitaker Paper Co. Louisville Nat'l Bank Bldg.	4	<i>Providence, R. I.</i> John Carter & Co., Inc. 28 Fountain St.
5	<i>*Minneapolis, Minn.</i> The Whitaker Paper Co. 310 2nd Ave. So.	4	<i>Richmond, Va.</i> The Whitaker Paper Co. 1013 E. Canal St.
4	<i>Newark, N. J.</i> Lasher & Lathrop, Inc. 50 E. Peddie St.	1	<i>Rochester, N. Y.</i> R. M. Myers & Co. 27-29 Exchange St.
4	<i>Newark, N. J.</i> J. E. Linde Paper Co. 50 Lafayette St.	1	<i>Salt Lake City, Utah</i> Carpenter Paper Co. of Utah 143-145 State St.
4	<i>New Haven, Conn.</i> The Arnold-Roberts Co. 128 Derby St.	1	<i>Scranton, Pa.</i> Megargee Brothers 130 Washington Ave.
1	<i>New Orleans, La.</i> E. C. Palmer & Co., Limited 433-439 Camp St.	1	<i>St. Louis, Mo.</i> Acme Paper Co. 115-125 South Eighth St.
1	<i>New York, N. Y.</i> Beekman Paper & Card Co., Inc. 318 West 39th St.	3	<i>St. Paul, Minn.</i> The Whitaker Paper Co. Wright, Barrett & Stilwell Div.
1	<i>New York, N. Y.</i> Lasher & Lathrop, Inc. 29-33 Lafayette St.	5	<i>Syracuse, N. Y.</i> R. M. Myers & Co. 805 Keith Theatre Bldg.
1	<i>New York, N. Y.</i> J. E. Linde Paper Co. 84 Beekman St.	5	<i>Toledo, Ohio</i> The Whitaker Paper Co. Spitzen Bldg.
5	<i>New York, N. Y.</i> J. E. Linde Paper Co. 148 E. 129th St.	1	<i>Troy, N. Y.</i> Troy Paper Corporation. 371 River St.
1	<i>New York, N. Y.</i> Miller & Wright Paper Co. 65-67 Duane St.	5	<i>Washington, D. C.</i> The Whitaker Paper Co. 822 Munsey Bldg.



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